

## TITCHMARSH PARISH COUNCIL

### Minutes of the Meeting held on Thursday 15 October 2009 in the Clubroom

- Councillors Present: Michael Alderman(Chair) John Greig  
Ian Teague Geoff Love  
Sylvia Prestwich Gina Gaskin  
Julie Cheney Bert Ash
- In Attendance: Emma Meen (Clerk)
- 2009/10/1 **Public Open Time** As there were no members of the public present, the Chair deemed public open time to be closed
- 2009/10/2 **To receive apologies for absence:** IC – away on holiday. MA proposed that apologies be accepted. All in favour. Apologies accepted
- 2009/10/3 **Declaration of Interests for items contained on the Agenda:** SP declared a personal interest in agenda item 2009/10/8 \Affordable Housing as the suggested site is located adjacent to her property. MA declared a personal interest in agenda item 2009/10/7.8 as the request for removal of the trees was made by the chairman. JC declared a personal interest in agenda item 2009/10/7.7 as the travellers site adjoins her own land.
- 2009/10/4 **Minutes of Last Ordinary Meeting:** All agreed minutes of the meeting held on 17 September 2009 to be an accurate record. SP proposed and GL seconded that the Chair sign them.
- 2009/10/5 **Matters Arising (for information purposes only):**
- 2009/10/5.1 **Erection of demarcation posts in Polopit** Notification received from NCC that a works order has been raised for these works to be carried out and further notification will be received when the work is likely to be carried out.
- 2009/10/5.2 **Suggested works for Parish Enhancement gangs** MGWSP advised that the list of jobs produced by TPC has been passed to the programming gangs. The only two matters which may not be addressed are:-
- Repairs to the footpath in Park Road
  - Re-instating of boundary fence to the playing field at the top of Park Road
- A further request has been received from a parishioner requesting the clump of self set bushes in church Street be cut back, these are extremely overgrown and in danger of getting caught in the telephone cables. Clerk to notify MGWSP of additional request and await confirmation
- 2009/10/5.3 **Raised Ironworks outside the school** Confusion by MGWSP regarding raised ironworks, they have referred to the metal plate in the road which has been covering the hole dug for the inspection of the drains Chapel Street/church Street junction. When in fact the PC were referring to the raised ironwork by the railings outside the school. Clerk to repeat request to MGWSP.
- 2009/10/5.4 **Update on allotment allocation since last meeting** Plot 17 have now surrendered their agreement. Mr P Garnham from the village contacted me on behalf of the school to ask about allotment availability. Agreed to let plot 17 to Mr Garnham and the school. The previous occupiers of the plot kindly donated the shed to the school together with the complete contents as a goodwill gesture.
- 2009/10/5.4.1 Collection of rent prior to PC meeting has proved successful with only 5 plots outstanding rental payments. Clerk to chase arrears.
- 2009/10/5.5 **Update on erection of signage directing visitors to the playing field** NCC confirmed order in writing and requested payment (see payments to authorise below). NCC advised that it usually takes 2-3 months before installation is carried out. The price of £200.00 also includes any future maintenance of the sign which will become the County Councils responsibility.
- 2009/10/5.6 **Update from NCC re: parking of burger van at Haldens Parkway** ENC advised the situation with these businesses is that this authority has not adopted that road as a "licensed street" under the Local Government (Miscellaneous Provisions) Act and so ENC have no authority to move the vehicle on or indeed licence it. The matter of parking would be one that the police have authority to deal with under The Road Traffic Acts. Comments noted
- 2009/10/6 **Finance**  
Payments to authorise:

Titchmarsh clubroom	Hire Charges July & September meetings and extra meeting of the PC 6 August 2009 total 7.5 hours @ £6.00 per hour	£45.00
NCC	Two signs supplied and erected by NCC directing visitors to the playing field	£200.00
Emma Morehen	Clerks Salary September 2009 paid by standing order	£190.00
<b>RECEIPTS</b>		
ENC	Balance of Precept	£5150.00

- 2009/10/6.1 GL proposed that payments be made. IT seconded, all in favour
- 2009/10/6.2 To discuss review of asset register – v- insurance As per recommendations from the internal auditor values of asset register have been reviewed and members agreed which if these items should be insured. Clerk to contact insurance company asking for the breakdown of assets to be included within the policy. At the moment the policy gives a global figure of £28,631.26 without details of the value of each asset.
- 2009/10/6.2.1 To note H & S inspections carried out to street furniture by JG comprehensive spreadsheet produced, detailing all PC assets, which have been checked for condition and also health & Safety requirements. JG reported “ all items appears to be good/reasonable condition with the exception of seat number 6 (High Street/Polopit” copy of asset register attached to minutes.
- 2009/10/6.3 Presentation of accounts up to October 2009 presented by SP together with an overview of the next 3 years draft budget figures
- 2009/10/7 **Correspondence**
- 2009/10/7.1 Letter from ENC – updating register of interests for Parish Councillors members completed relevant forms and made any changes as necessary. Clerk to send completed forms to ENC. Clerk also circulated to members fact sheet from The standards Board re-confirming declarations of interest and also personal and prejudicial interest, for information purposes only.
- 2009/10/7.2 NCC – consultation on the proposal by NCC to operate a permit scheme on it highway network details circulated in float file. Noted
- 2009/10/7.3 NCC – Notification of temporary road closure North Street Titchmarsh commencing on 8 December for two days – off peak only Noted
- 2009/10/7.4 Letter from Volkswind re: Small scale wind farm to be located on the outskirts of Ringstead details circulated in float file. Noted
- 2009/10/7.5 Letter from ENC – Code of Conduct training for Parish Councillors Noted
- 2009/10/7.6 Letter from ENC – consultation statement of principles gambling Act 2005 (3 yearly review) details circulated in float file. Noted
- 2009/10/7.7 Letter from resident of Bythorn requesting support for appeal against proposed travellers site at Bythorn Contents noted
- 2009/10/7.8 To discuss request from parishioner to cut back trees located on the village green in front of Manor Farm Court The request has been received from the chairman to remove the trees located outside Manor Farm Court, due to the close proximity of the roots and possible damage to foundations of two properties. JG proposed to support the request for the trees to be removed, providing the area is made good once the trees are removed. IT seconded. 4 in favour 3 abstentions. (MA did not participate in the voting of this matter). In return for removing the trees the chairman has agreed to plant 50 trees on his farm land to redress the loss of the three trees to the village green.
- 2009/10/7.9 To note comments made by JG re: parking outside the village school JG expressed concern regarding the quantity of vehicles parking outside the school. Also The Head Teacher has advised that provision has not been made to provide further car parking spaces when the alteration works are carried out to the school. In fact the alterations will result in the loss of parking spaces at the school. Members noted the comments made.

- 2009/10/8 To discuss affordable housing feedback following drop in event held on 10 September ENC confirm that we found the "drop in" event an informative evening, and commented that there are clearly a number of people who do not wish to see an affordable housing scheme in Titchmarsh but were pleased to hear a lot of positive support for the proposed development and have received a number of housing applications for the scheme all from people with a strong connection to the village. In addition they have also received letters of support from people who see the scheme as an asset to the village. ENC have also confirmed that they are making enquiries with the Diocese regarding the possibility of them releasing any land for an affordable housing scheme. ENC confirm that they would like to investigate what options this may offer before making a decision on the best way forward. Members also mentioned that a site in Polopit has become available and is being offered for sale on the open market. Clerk to research the details of site and send these to ENC and Northants Rural Housing for them to consider. Clerk to provide a further update at the next meeting. Clerk
- 2009/10/8.1 Freedom of Information request relating to Diocese land Parishioner formally requested a copy of the diocese land. Under the freedom of Information Act clerk provided copy of the plan to requester.
- 2009/10/8.2 Advice from NCALC re: handling correspondence from the public advice given to PC by NCALC noted
- 2009/10/8.3 Letter from parishioner commenting on anonymous leaflet circulated about affordable housing Letter re-confirms support for an affordable housing scheme within the village.
- 2009/10/8.3.1 A further email received from another parishioner expressing concern about the proposed scheme for Toft Close and making objections to the site. Parishioner also suggested that a new Housing Needs Survey and questionnaire be circulated to the electorate. Clerk to respond to parishioner acknowledging his comments.
- 2009/10/9 NCALC clerk pay scales 2009/2010
- the National Joint Council for Local Government Services had reached agreement on the pay scales for 2009-2010;
  - the National Association of Local Councils and the Society of Local Council Clerks had jointly recommend that the salary scales of all full and part-time clerks be adjusted in accordance with the new spinal columns points. The increase on the figures for 2008-2009 was 1%. The Parish Council resolved that the new rates be accepted and applied from 1 April 2009.
- 2009/10/10 To discuss clerk's office contact hours IT proposed that a pay as you go mobile telephone be purchased, for the clerk to accept incoming calls only, from members of the public. This will give the clerk a degree of privacy at home and also prevent unwanted telephone calls at antisocial hours regarding PC matters. The new mobile number to be publicised on the parish notice board, letterhead and web site. The clerk will continue to use landline for returning any calls relating to PC business. GG seconded. All in favour. Clerk to purchase basic pay as you go mobile.
- 2009/10/11 To discuss request from playing field association re: insurance cover PFA require clarification regarding Public Liability Insurance regarding specific incidents that may arise. Clerk to make enquiries with the insurers for clarification.
- 2009/10/12 To discuss expenses for members stationery costs JG suggested consideration be given to expenses to members being paid to cover the cost of stationery items, due to the amount of correspondence which is circulated by email, some of which requires to be printed off. Discussion followed. MA proposed that expenses will NOT be paid to members for stationery costs. SP seconded. 7 in favour and 1 against.
- 2009/10/13 To note quarterly review of Freedom of Information Act IT and clerk to carry out a review of publication guide and re-refresh and update the guide as necessary, to include clerk specific office contact hours and new mobile telephone number contact as detailed above. Update to be given at next meeting
- 2009/10/14 To discuss purchase of Christmas tree GL proposed that TPC support the purchase of a Christmas tree for the village. SP seconded. GG to make the necessary arrangements

- 2009/10/15 To discuss size and suitability of notice board located outside the Clubroom clerk mentioned to members that the notice board outside the clubroom, which 1/3<sup>rd</sup> of is shared with the clubroom, is proving insufficient in size to accommodate PC notices, agenda and minutes. Discussion followed, all members in favour of suggesting to clubroom committee that the PC make a donation to the clubroom towards the installation of a separate notice board for clubroom business only, freeing up 1/3<sup>rd</sup> of the existing notice board for PC matters. As a representative of the clubroom committee GL to take this proposal to the committee and report back to the PC.
- 2009/10/16 To discuss maintenance of the Pound Garden A volunteer has now come forward to look after The Pound Garden, Mrs Margaret Wilson. Clerk to send a letter to Brenda Durndell advising that the volunteer post has now been filled. Clerk to also send a letter to Mrs Wilson thanking her for volunteering and to advise that BA has kindly donated some gardening equipment for her to use. Clerk will also reiterate to Mrs Wilson that just a few hours per month is required to keep the garden tidy and welcoming.
- 2009/10/17 To discuss whether to hold a personally funded Christmas dinner for PC members only IT proposed to hold a personally funded Christmas dinner for members, partners and clerk. GG seconded. Date agreed 16 December 2009. Held at The dog and Partridge. MA to make the arrangements.
- 2009/10/18 Date of next meeting Thursday 19 November 2009 (unless a planning meeting is required to be called in the meantime)
- 2009/10/19 Items for report only  
 JC – reported that the gravel extraction site is no longer washing extracted gravel  
 BA – reported that the salt bin has been re-filled in Drydens Close  
 JG – reported that the bollard is missing on the island at the A605 Titchmarsh turn  
 The Chair closed the meeting at 9.15 pm