

# Titchmarsh Parish Council

## Minutes of the meeting held on Tuesday 18 July 2017

### The Pavilion, Dryden's Close, Titchmarsh

**Councillors Present:**

Mrs J Rowe [JR] [Chair]  
Mrs S Wilcox [SW] [Vice chair]  
Mrs S Prestwich [SP] [RFO]  
Mr B Ash [BA]

Mr M Alderman [MA]  
Mrs Y Hooks [YH]  
Mr A Howarth [AH]

**In attendance** Amanda Claxton (Parish Clerk)

2017/7/1 **Public Open Time**

Chair of PFA attended to provide an update with the progress of funding a defibrillator for the village. The cost of purchasing an AED has now been covered by donations and the PFA would like to request TPC support the process by covering the cost of installation, to adopt as a PC asset and for it be covered by PC Insurance. EMAS will supply, fit and provide training for use. The location of installation is still to be decided, although the village shop is preferable. PFA Chair also advised that ROSPA had done an inspection of the Play area and there was a high risk with some of the equipment.

2017/7/2 **To receive apologies for absence**

MF (Resignation letter received)  
MN (Personal commitments)  
It was **RESOLVED** that apologies be accepted

2017/7/3 **To receive Declarations of Disclosable Pecuniary (DPI) or Other Interests and any Dispensation requests -**

NONE

2017/7/4 **Minutes of Last Meeting** - All agreed minutes of the ordinary meeting held on 20 June 2017 to be an accurate record. It was **RESOLVED** that the Chair sign the minutes.

2017/7/5 **Matters Arising from the minutes**

- Annual village shop inspection has been completed. There are some wear and tear issues especially with the floor but it was agreed that TPC await the outcomes of the shop plans for expansion / building changes.
- Anti-social behaviour flyer issued to some houses in the village. Clerk had contacted Spire Homes who confirmed they were working in conjunction with the Police.

2017/7/6 **FINANCE**

SP as RFO presented quarterly accounts from April to June 2017 and actual figures were compared against budgeted figures. It was **RESOLVED** that the accounts be accepted.

Balance on accounts at end of the quarter is £20,501.00

| <b>Payee &amp; Cheque number</b>              | <b>Service Provided</b>                                      | <b>Net Cost</b> | <b>VAT</b> | <b>Total Cost</b> |
|---|--|-----------------|------------|-------------------|
| EON<br>101211                                 | Electricity / street lighting for June 2017                  | £192.39         | £38.48     | £230.87           |
| NCALC<br>101212                               | Clerks Training 13 June 17                                   | £36.00          |            | £36.00            |
| Society of<br>Merchant<br>Venturers<br>101213 | Rents for Allotments 2015/2016/2017<br>(Tofts and Islington) | £150.00         |            | £150.00           |
| HMRC<br>Direct debit                          | PAYE for April to June 2017                                  | £149.80         |            | £149.80           |
| Standing order<br>Amanda Claxton              | Clerks salary for June paid in July                          | £200.08         |            | £200.08           |

It was **RESOLVED** that all payments be made.

2017/7/7

**Correspondence (items requiring discussion and decision)**

NONE

**Correspondence (items for noting only and circulated in the float file)**

- Northants Police and crime plan 2017/2018
- Anti-social behaviour flyer
- Parish Council logo design for adoption.

2017/7/8

**Planning**

**To note outcomes of previous planning applications**

NONE

**To discuss this Councils response to Planning Application number(s)**

NONE

2017/7/9

**Highways**

- Highway Wardens report was received and discussed:  
Fly tipping at 2 sites in the village has been reported to ENDC.  
Aylesbury Mains instructed to replace a further 5 obsolete street lamps.  
Reinstatement of the Road Markings outside of the school is still waiting on a decision from East Northants Conservation department before it can be completed.
- Advice from Northants Highways on closure of the village green on 30 September 2017.
- Advice from Northants Highways on resurfacing of the A605 from mid-August for the area Warmington/County Boundary to the Oundle bypass. Diversions will be in place at Thrapston A14 and Peterborough A1.

2017/7/10

**Allotments**

- Allotment Working Party inspection report received and discussed:  
1 plot vacant at Islington.  
Vacated plot at Tofts containing rubbish to be disposed of; access cannot be gained due to the long grass at present.  
Stimming still outstanding at Islington.
- Recommendations for the T&Cs for allotments, taking account of the new lease, will be circulated to councillors for discussion and discussed at the September meeting.

2017/7/11

**Internal Auditors Report**

Chair advised details of the reply she had received from the Internal Auditor. It was agreed that the Scrutineer (YH) would review the Chair's response to the Auditor's report to ensure that the proposed actions were being carried out. The review report would be discussed at the October meeting. Auditors report and chair's response to be included on the website.

2017/7/12

**Community Initiatives**

- **Defibrillator.** Chair of PFA requested TPC support by covering the cost of installation. It was RESOLVED that TPC pay for this. It was also agreed that TPC be invoiced for the total cost and reimbursed by PFA so that the VAT can be reclaimed.  
Clerk will contact ENDC Planning to establish if permission must be obtained to install the defib at the village shop.
- **CCTV.** Funding will be applied for through the Member Empowerment Fund at ENDC. Village shop will do this. AH agreed to research addition sites for CCTV and the legal requirements.  
SP contacted a Clopton resident regarding the CCTV they have but was advised it is a resident who has the CCTV and not the village.

2017/7/13

**Emergency Plan**

BA advised that the plan will be live from 1 August and has been passed by NCC. They have requested a full list of volunteers / co-ordinators for their records.

Meeting was held for volunteers and co-ordinators prior to the start of the PC meeting with approx. 16 in attendance. BA requested reimbursement of stationery expenses. He will invoice the Clerk.

2017/7/14

**Titchmarsh Times / Website**

- TPC discussed items for inclusion in TT;  
Information regarding the new Website  
Details of the Emergency Plan  
Defibrillator for the village  
Thank you to MF for councillor duties, as he is now standing down.  
Advertise the Casual Vacancy with request for expressions of Interest by 10 September for discussion at September meeting.
- AH presented the new website that will be available from Monday 24 July. It will include a calendar for events, easy file moving and drop-box.  
Clerk will be responsible for putting agendas, draft minutes, agreed minutes and reports on the website.

2017/7/15

**Date of next meeting**

Next meeting will be Tuesday 19 September 2017 at 7.30pm in The Pavilion, Dryden's Close, Titchmarsh (unless a planning meeting is called in the meantime)

2017/7/16

**Items for noting**

- Appoint Highways Warden - Sept agenda
- Speed signs on hold until appointment of Highways Warden
- Consider / adopt PC logo - Sept agenda.

**Meeting Closed at 9.35pm**