

Titchmarsh Parish Council
The Pavilion, Drydens Close, Titchmarsh Tuesday 17 January 2017

Councillors Present:

Miss J Rowe [JR] [chair]
Mrs S Wilcox [SW] [Vice chair]
Mr M Ferry [MF]
Mr B Ash [BA]

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

In attendance Amanda Claxton (Parish Clerk)

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

There were no members of the public present so the chairman declared public open time closed.

2017/1/2 **To receive apologies for absence-** Mr M Noakes (work commitments). It was **RESOLVED** that apologies be accepted.

2017/1/3 **To receive Declarations of Disclosable Pecuniary (DPI) or Other Interests and any Dispensation requests**

SP recipient of cheque 101184.

AH recipient of cheque 101185.

2017/1/4 **Minutes of Last Meeting** - All agreed minutes of the ordinary meeting held on 20 December 2016 to be an accurate record. It was **RESOLVED** that the chairman sign the minutes.

2017/1/5 **Matters Arising (for information purposes only)**

None

2017/1/6 **FINANCE**

- New Internal Auditor for 2016/2017 appointed, Julia Tufnail. RFO and Clerk to arrange date for Internal audit to be done.
- Quarterly accounts were presented by RFO from October to December and actual figures were compared to budgeted figures.
- Internal scrutineers report received, reviewed by Internal Scrutineer and RFO, and Financial Regs and Standing orders update discussed. Recommendations to be circulated in the float file and included in February agenda.

Payee & Cheque number	Service Provided	Net Cost	Total Cost
EON 101183	Electricity / street lighting for December 2016	£175.44	£218.69
S Prestwich 101184	Welcome pack supplies	£31.29	£37.55
A Howarth 101185	Hosting and Maintenance fee for website March 2017 to March 2018	£200.00	£200.00
Aylesbury Mains 101186	5 Replacements for obsolete streetlights	£1601.00	£1921.20
Standing order Amanda Claxton	Clerks salary for December paid in January		£192.88

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

2017/1/7 **Correspondence (items requiring discussion and decision)**

- Email from Parish Councillor regarding change of address. Clerk to clarify with NCALC if they can continue as Councillor whilst living out of the area.
- Asset Inspection Report;
One street light replaced had no number, but this has now been sorted.
One light, on Polopit, is obscured by a tree and requires cutting back.

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

- PFA minutes unavailable
- Financial Regs and Standing orders
- Draft suggestions for changes to the village shop.

2017/1/8

Planning

To note outcomes of previous planning applications

16/02154/FUL New 800 Tonne Grain Store at Bidwell Farm, Clopton Road, Titchmarsh NN14 3DP. TPC had no comments to add to this application. **Granted**

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

16/02378/FUL New garage and utility room (retrospective) at 16 Polopit, Titchmarsh, Kettering Northants NN14 3DL. No objection. All in favour.

2017/1/9

Highways

- No issues have arisen however some works not completed or not completed to TPC satisfaction.
 1. Corner of St Andrew's Lane, steps are still a fall hazard
 2. Road Markings outside the school outstanding.
 3. Brambles not trimmed back on the hill at High Street, landowner has been written to but issue remains
 4. Position of 30 mph sign at Islington. Works have been instructed but still not completed.
- Email received from Highways regarding new zig-zag line painting outside of the school that will extend to the church gate. TPC concerns were how this would affect access for funerals, Clerk to respond to clarify if restrictions would be at set times in morning and afternoon to coincide with school start end times and indicated by parking restriction signs.
- Email received from Highways regarding Community Enhancement gangs and request for work to be carried out in the village. TPC agreed to request the following:
 1. Cleaning of the Street name signs
 2. Street furniture repainting

2017/1/10

Allotments

- Allotment Lease received from landowner Solicitors for signature. The lease is for 25 years but no right to renew after this time. Clerk required to sign agreement to this effect, contracting out of the Landlord & Tenant Act 1954. This was agreed by the Parish Council. Lease signed by Chair and RFO and witnessed by Clerk for return to landowner Solicitors, who will sign their copy and exchange. TPC will then need to give instruction to Vincent Sykes Solicitors to register the lease at a cost of £300 plus VAT with a registration fee of £40, within 2 months. Requirements of the lease will be reviewed by the Allotment Working Party. All in favour.
- Allotment Watch meeting on 9 January attended by PSCO and allotment holders. Suggestions discussed included CCTV, perimeter fence, allotment watch signs and a container for tools, but no further action agreed at this time. A closed Facebook page has been set up for communication.
- Combination lock for the gate at Islington has malfunctioned and been returned to the manufacturer for repair. A second lock was requested to replace it and would act as a spare. MA to check with manufacturer how long repairs will take and requested authorisation to purchase if repairs will be lengthy, at the same price as the original. All in favour.

2017/1/11

Playing Field Association

MN not present so no information was available

2017/1/12

Community Initiatives

JR to compile some suggestions for discussion at the March meeting with the view to talking about this topic at the Annual Parish meeting.

2017/1/13

Emergency Plan

Flyer produced by BA to be printed and included with the next edition of TT requesting volunteers to become involved with the Emergency Plan Group.

2017/1/14

Village Shop

Lease is due for renewal in May 2017. The shop has prepared a draft of suggestions for changes to the shop, included in the float file. It is believed that the shop will make a formal proposal to the next Parish Council meeting.

2017/1/15

Annual Parish Meeting

Annual parish meeting will be held on Thursday 20 April at 7pm at the clubroom. Clerk will send invitations for speakers to attend.

2017/1/16

Titchmarsh Times / Website

TPC discussed items for inclusion in TT;

- Break ins and vandalism at the allotments and reference to the allotment watch meeting.
- Parish Precept has been set at £13,100
- Road signs; replaced at Polopit but Islington still outstanding
- Continuation of the Street light upgrade
- Reminder to dog owners to clean up when dog walking, especially in fields where they may be live stock
- Road Markings outside the school, TPC asked for comments.

Clerk will request advertising fees to be paid prior to renewal date of June 2017 or the adverts will not be included from June/July edition. TPC agreed that TT advertising will remain at £66 per year.

SP, AH and YH will meet to discuss the layout of the PC pages on the website, to ensure that we include the information required by the Transparency Code and to ensure it is easily navigable.

2017/1/17

Date of next meeting

Next meeting will be Tuesday 21 February 2017 at 7.30 pm in The Pavilion, Dryden's Close, Titchmarsh (unless a planning meeting is called in the meantime)

2017/1/18

Items for noting

- Clerks appraisal for 2017 to be arranged with Chair and Vice Chair
- Community right to bid for the Wheatsheaf premises expired in 2019.
- AH to arrange for Councillors and Clerks photos to be taken and included on the website.
- Overgrown garden on Dryden's Close still not addressed, Clerk to contact Spire Homes again.

Meeting Closed at 9.44pm