

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 8th November 2010 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Caroline Murdoch
Councillor Ann Perkins
Councillor Lesley Ramsay
Councillor Rob Robbins
Councillor Brian Tomlin

Absent

Councillor Susan Relf

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Relf: Business Commitment

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Perkins to approve the Reason for Absence submitted by Cllr Relf.

2 To invite Declarations of Interest:

None.

3 Public Participation: Members of the Public may speak to Agenda items:

None.

4 To approve the Minutes of the Meeting held 11th October 2010: (previously circulated)

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Tomlin to approve the Minutes of the Meeting held 11th October 2010.

5 Matters Arising from item 4 not on the Agenda: For Information

5.1 Clerk's Report:

Minute 5.0.2: Bank at Blenheim: The bank has been sided out and the base reinforced with paving slabs. The footpath had been resurfaced.

Members discussed the quality and appearance of the work and comments received from residents.

Agreed:

i) To seek confirmation that the work met the crossfall specifications for pavement technical deficiencies

ii) To test the footpath's suitability to accommodate the passage of wheelchairs

Action: Cllr Tomlin (specification); Cllrs Tomlin and Robbins (site meeting, if required, with Community Steward, MGWSP); Cllr Ramsay and Tomlin (wheelchair usage)

The footpath from the Charlton Road junction to the first cottage had been resurfaced. Members were satisfied with the quality of the work.

Minute 5.1: Affordable Housing, Brackley Road: A small amount of 'slippage' money might be available this financial year from the Homes and Communities Agency (HCA) but there is no certainty that any bid for grant funding for the Brackley Road scheme would be successful. Information is awaited regarding the impact of the social housing budget cuts that were announced in the Comprehensive Spending Review on HCA's spending programme and priorities.

Minute 8.1: Public Footpath AF13: A new 6 month Traffic Regulation Order is in force and will expire on 25th April 2010. The Definitive Map Officer, NCC has advised that the TRO will not be extended after that date.

Minute 8.2: Parish Centred map: The licence does not make provision for the Parish Council to publish the map online as a pdf document. The Parish Council could make a link to the NCC website containing the interactive mapping service.

Minute 15.2: Newsletter costs: Print run of 380 copies (33 extra) £66.80.

Agreed: To deliver 15 copies to businesses at Park End works.

Action: Cllr Gelder

Minute 15.3: SNH Estate Walkabout: 13th October 2010: Helen Chandler, Housing Officer, SNH has apologised for the lack of communication with the Parish Council. The Report was as follows:

Wheeler's Rise: Steps outside number 18 Wheeler's Rise breaking up and dangerous. Reported to Street Doctor

Road Surface - Wheeler's Rise very worn and uneven. Reported to Street Doctor

Garage Area Block 15-23: Inspect garage area and make good potholes; Clear drains and guttering to garage area: Reported to SNH repairs

Portway: No areas of concern.

Other:

i) Weeds: MGWSP has sprayed the weeds in areas such as pavements and carriageways throughout the village but has not yet dealt with weeds in drains. The spray will take a few days to work. Spraying takes place 3 times per year.

ii) Electric Blanket Testing: Trading Standards does not intend to hold further sessions in the south of the county.

iii) Unmarked Manhole cover - trip hazard, opposite 5 Blenheim:

Agreed: To report to Street Doctor

Action: the Clerk

iv) Grasscutting: The contractor has advised that due to the weather conditions the Allotment Pocket Park did not receive a cut in September. A final cut is intended.

6 Finance Matters

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £7,364.07 (01.11.10) Standard Life: £15,367.02 (01.11.10)

Note: BT plc Direct Debit in the sum of £201.68 had been recorded in the Bank Statement.

The Clerk had requested an invoice.

Agreed: To ratify payment at next Meeting.

Action: the Clerk (Payment Schedule)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102159	A H Contracts	Inv 5053 dog waste bin emptying	£35.25	£5.25
102160	Texprep	Inv 18379 newsletter	£61.20	
102161	M Dempsey	Inv 811 grasscutting	£265.00	
102162	E.ON UK Energy Services	Bill:4Oct2010 electricity	£401.70	£59.83
102163	A Le Druillenec	Salary Month 8	£310.15	
102164	HMRC	Tax Month 8	£77.60	
102165	A Le Druillenec	Reimbursement- incl. ROW map	£6.76	

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Tomlin to approve the Payments.

6.2 To note Receipts:

Date	Payer	Description	Amount
Oct. 2010	Tenants	Allotment Rent	£276.50
06.10.10	J&M Humphris	Burial Fees Plot 839	£75.00
11.10.10	T Davies	Smartwater	£10.00

One allotment rent in the sum of £18.00 was outstanding. **Noted.**

6.3 To consider Training needs: **None.**

6.4 Budget 2011/2012: To consider requests:

i) Portway Pocket Park: More grasscuts per year; signage

ii) Website expansion: £100.00

iii) Queen's Diamond Jubilee: £500.00

iv) Safety Related Highway issues:

Note: Subject to outcome of application to NCC Empowering Councillors and Communities Fund for grant in the sum of £2,250 for VAS project:

- Steps at 18 Wheelers Rise: SNH had reported steps to Street Doctor
- Extension of 30 mph speed limits

v) Replacement for seat at 18 Wheelers Rise

vi) Fencing to rear of the Reading Room: subject to discussion at item 12.

Agreed: To consider the budget at the next Ordinary Meeting of the Parish Council to be held on 13th December 2010.

Action: All Councillors (proposals); the Clerk (budget proposals, Agenda item)

7 **S136 Grasscutting Agreement 2011:**

7.1 To agree to enter into an agreement with NCC in respect of highway verges: NCC will contribute the sum of £553.10 in 2011.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Robbins to enter into a section 136 Mowing Agreement with NCC for grasscutting of highway verges.

Action: the Clerk

8 **Planning:**

8.1 **Applications:**

a) Ref: S/2010/1358/FUL

Proposal: First floor extension and replacement of existing flat roof with new pitched tile roof. Replace existing rendered wall on first floor extension with natural stone wall.

Location: 30 High Street, Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=63464>

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to make No Objection.

8.2 **Notices of Decision:**

b) Ref: S/2010/1144/FUL

WITHDRAWN

Proposal: First floor rear extension, replacement of existing flat roof with pitched roof, and cladding of rear wall with stone

Location: 30 High Street Croughton

c) Ref: S/2010/1163/FUL

PERMITTED

Proposal: Replace the flat roof with a pre-insulated pitched roof with matching gable cladding fascias and rainwater downpipes

Location: Building 75 RAF Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=63146>

- 8.3 Energy from Waste Incinerator at Ardley Fields: Ref: MW 0078/10:
 8.3.1 To note the outcome of the Regulation and Planning Committee Meeting, OCC held on 25th October 2010: <http://myeplanning.oxfordshire.gov.uk>

Cllrs Gelder and Tomlin had attended the OCC Meeting on 25th October 2010. Despite public opposition the Regulation and Planning Committee had approved this second application. Mr Tony Baldry MP had agreed to request that Mr Eric Pickles MP, Secretary of State for Communities and Local Government calls in the application on the grounds that it is a departure from the Local Plan. Mrs Andrea Leadsom MP was also being asked to make the same 'call in' request.

It was **Noted** that the outcome of the Public Inquiry into the first application was still awaited.

- 8.4 Other:
 8.4.1 West Northamptonshire Joint Planning Unit: Joint Core Strategy Briefing: 9th November 2010: **Noted**.
 8.4.2 NBC: Northampton Central Area Action Plan: Pre-Submission Draft Application: consultation ends 16th December 2010: <http://consult.northampton.gov.uk>
Agreed: To circulate details.
Action: the Clerk
 8.4.3 Northamptonshire Minerals and Waste Local Development Framework: Control and Management of Development DPD Examination: (Meeting 13th September 2010: Min No. 7.1 refers): Deadline for written statements: 30th November 2010. **Noted**.

9 Statutory Matters

9.1 Risk Assessment of Public Areas: (Action Plan Objective)

9.1.1 Lighting Areas: To agree action arising from the Reports:
 (List of lamps requiring re-numbering, door repairs, leaning correction and freeing from vegetation previously circulated)

E.ON had advised of the following terms of the maintenance agreement:

- i) Annual Clean: November
- ii) Lamp Replacement: Every 2 years (due in November 2010). No charge for lamp failure due to wear and tear.
- iii) Repairs: Carried out free of charge unless caused through vandalism in which case repairs are charged as per tariff schedule.

It was **Noted** that availability of replacement doors is dependent upon the age and type of lamp column.

Agreed:

- i) That lamp Nos. 5, 35 and 36 required re-numbering at a cost of £7.50 per lamp
 - ii) To defer to the next Ordinary Meeting of the Parish Council to be held 13th December 2010
- Action:** the Clerk (Agenda)

Agreed: To inspect lamp Nos. 14, 25, 30, 31, 33, 34, 38, 39 and 48 for door repairs and report back priorities to the next Ordinary Meeting of the Parish Council.

Action: Cllr Robbins (inspection); the Clerk (Agenda)

Agreed: To take no immediate action in respect of leaning reports in respect of lamp Nos. 6, 33, 34 and 42

Agreed: To follow up reports in respect of interference by vegetation

Action: Cllr Coles (lamp No. 12); Cllr Davies (Lamp No. 42); Cllr Tomlin (lamp No.51)

9.2 Publication Scheme: (Action Plan Objective)

9.2.1 To review the Scheme: (current Scheme previously circulated)

Agreed: To make the following revisions:

- i) Class 2: Annual Return form and report from Auditor: post on website, no cost
- ii) Class 3: Annual Report to Parish Meeting: published with newsletter, no cost

iii) Class 5:

a) Include the following documents as and when available on the website, no cost, or in hardcopy at a cost of 10p per sheet:

Community Engagement Strategy

Emergency Response Plan without contact details of Emergency Response Team

Complaints Policy (Action Plan objective)

Charitable Giving Policy (Action Plan objective)

b) Fill in gaps in respect of availability of policies and procedures.

Action: the Clerk

10 Quality Status: (Action Plan Objective)

10.1 To approve evidence in support of Test 4:

The Clerk reported on progress in compilation of evidence to support the Mandatory and Discretionary sections.

Agreed: To consider Test 4 evidence at the next Ordinary Meeting of the Parish Council to be held on 13th December 2010.

Action: the Chairman & Clerk (finalise the list of 9 Discretionary items); the Clerk (evidence in support of Test 4, Agenda item)

11 Allotments:

11.1 To consider a request from Puddleducks Day Nursery to be placed on the waiting list for a half plot or a small vegetable patch:

Information from the Parish Council's insurance provider, in respect of tenancy liabilities and the safe management of the Allotments site was **Noted**.

The Council was supportive of the request in principle but had reservations about the suitability of the site for children so young.

Agreed: To discuss intended usage with Puddleducks and explore potential more appropriate sites

Action: Cllr Davies (contact Puddleducks); the Clerk (forewarn Puddleducks)

12 Reading Room Fence:

12.1 To consider replacing the missing fence panels at the back of the Reading Room on its boundary with the garage area at 15-23 Wheelers Rise:

Mrs Helen Chandler, Housing Officer, SNH had advised that the fence was the responsibility of the Parish Council.

It was brought to the Parish Council's attention that the fence had been erected by a predecessor of SNH at the time the garages were built and had been set into the concrete apron of the garage area. The fence was not the responsibility of the Parish Council.

Agreed: That the Parish Council should challenge the advice from Mrs Chandler in respect of the ownership of the fence

Action: Cllr Robbins and the Clerk (meet on site); the Clerk (contact SNH)

13 Highway Matters: (Action Plan Objective)13.1 **Acquisition of 2 Vehicle Activated Signs:**

13.1.1 To approve matched funding in the sum of £4,937.00 in respect of the purchase, installation and connection of 2 VAS devices with data logger at Park End near Croughton House and at Blenheim, opposite No. 19:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to approve matched funding in the sum of £4,937.00 in respect of the purchase, installation and connection of 2 VAS devices with data logger at Park End near Croughton House and at Blenheim, opposite No. 19.

It was **Noted** that payment would be required in advance.

Agreed: To authorise Cllr Ramsay to download data at regular intervals from each VAS data logger

13.2 Salt Bin at Portway Drive/Crescent:

13.2.1 To decide where to site the bin from the 2 options presented by NCC - at 2 Portway Drive or 22 Portway Crescent:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Perkins that the new salt bin should be sited north of location 2, against the fence alongside Portway of property no. 2 Portway Drive.

It was **Noted** that the property owner had no objections.

Agreed: To mark up the plan and advise NCC of the exact preferred location of the salt bin.

Action: Cllr Davies (mark up plan); the Clerk (advise NCC)

13.3 For Information:

13.3.1 **Brackley Road Project:** Ms Michelle Johnson, Senior Officer - Performance, Transport and Highways, NCC had advised that:

- i) Technical Agreement for the scheme had been given
- ii) The Section 278 Agreement was being prepared for issue to the Developer (Rowler Estates)
- iii) The revised costs for the works, the proposed commencement date and duration of the works are awaited
- iv) The Developer would prefer to commence works in the Spring of 2011.

Noted.

Agreed: To put an update in the Newsletter when the Agreement and Start Date had been confirmed.

13.3.2 **Carriageway repairs at Blenheim:** Mr Paul Tysoe, Asset Management Engineer, Transport and Highways, NCC had advised that:

- i) MGWSP had included the length of the B4031 at Blenheim in the list of works to be undertaken through the New Highways Maintenance Initiative (NHMI) adopted in April 2010.
- ii) Based on initial estimates localised permanent repairs could be carried out during this financial year, to be followed by surface dressing in Summer 2011.

Mr Tysoe had also advised that Mrs Andrea Leadsom MP had raised Parish Council concerns over the B4031, Wheelers Rise and VAS devices and that he would be sending a reply to her. Protocol dictated that the Parish Council could not be copied into the reply at this stage.

13.3.3 **Other: Wheelers Rise:** Mr Tysoe had advised that works could not be carried out under the (NHMI) as it was a concrete carriageway construction. It was **Noted** that potholes were present in the tarmacadam section of Wheelers Rise.

14 Park End:

14.1 To consider issues of inconsiderate parking and congestion in the vicinity of Park End Works:

The Council discussed the situation, identifying related factors such as: planning history, environment, juxtaposition of business and residential occupation, complaints (noise and inconsiderate parking). A more 'joined up' compromising approach was required.

Agreed: To seek advice of the Planning and Environment Departments at SNC

Action: Cllr Gelder

Agreed: To highlight concerns about noise and inconsiderate parking in the Newsletter

Action: Cllr Gelder

15 Correspondence:

15.1 To consider items of Correspondence:

15.1.1 SNC Forum with Parish Councillors-6 p.m. on 7th December 2010: 2 places per Council.

Action: Cllrs Gelder and Tomlin (confirm availability); the Clerk (notify SNC)

15.2 To note:

15.2.1 Viridor Credits Environmental Company: Landfill Communities Fund
www.viridor-credits.co.uk Noted.

- 15.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:
- i) SNC Lists of planning applications registered during periods 30.09.10 -27.10.10
 - ii) SNC Money Advice Service
 - iii) SNH: Major Works Briefing Paper September 2010
 - iv) Viridor Credits Environmental Company: Landfill Communities Fund

16 Any Other Business: For Information and at the discretion of the Chairman:

- 16.1 Smartwater Deployment: Carried out on 8th November 2010. PC Shillito had ordered 3 complementary notices to alert the public they were entering a Smartwater area.
- 16.2 RAF Croughton Ten Pin Bowling Evening: 12th November 2010; 11 places reserved.
- 16.3 School Invitation to Tea: 22nd November 2010: Cllrs Coles, Davies and Gelder to attend.

17 To receive items for the next Meeting - Monday 10th January 2011.

None.

Signed: _____ Date: 13th December 2010
Chairman