

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 10th December 2012 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Brian Tomlin - Chairman
Councillor Margaret Bennett
Councillor Fran Bodley-Scott
Councillor Rodney Cash
Councillor Jean Coles
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent: Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillene (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Family Commitment

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to Approve the Reason for Absence submitted by Cllr Davies.

2 The Localism Act 2011: s33 Dispensations:

2.1 To Note advice from Northants CALC:

(Advice from Northants CALC dated 12th November 2012 and 27th November 2012; NALC Legal Topic Note LTN80 dated November 2012 previously distributed)

The Advice was **Noted**.

2.2 To adopt the Guide to Awarding Dispensations 2012 issued by the Cornwall CALC and personalise it for use by Croughton Parish Council: (Guide previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to Adopt the Guide in a form customised for use by Croughton Parish Council.

Action: the Clerk

2.3 To resolve to delegate the power to grant Dispensations to the Clerk:

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to delegate the power to grant Dispensations to the Clerk.

2.4 To receive requests for Dispensations:

Name	Dispensation Request	Reason	Agenda item
Cllr Margaret Bennett Cllr Fran Bodley-Scott Cllr Rodney Cash Cllr Jean Coles Cllr Penny Forbes Cllr Pamela Gelder Cllr Rob Robbins Cllr Brian Tomlin	To set Budget & Precept 2013/2014	Council tax payer for Croughton	12 CPC Meeting 10 th December 2012

The requests were **Granted**.

3 To invite Declarations of Interest:

None.

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

None.

5 To Approve the Minutes of Parish Council Meeting held 12th November 2012:
(previously distributed)**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve the Minutes of the Parish Council Meeting held 12th November 2012.**6 Matters Arising from item 5 not on the Agenda: For Information:****6.1 Clerk's Report:** (previously distributed)

Minute No. 5.1:

Pigsties: Mr Richard Golsby's offer to clear the rubble etc was gratefully accepted.

Plot 6: The former tenant has thanked the Council 'for allowing her to keep an allotment for as long as possible'.

Minute Nos. 8.1 and 9.1: SNC Consultations: Responses submitted.

Minute No. 12.2.1: Reduction in height of holly tree: The work has been carried out.

Other:

i) Came & Company e bulletin of 7th December 2012: Increased frequency in Public Liability claims. Importance of inspection procedures particularly after severe weather.

ii) Draft Northamptonshire Local Flood Risk Management Strategy Consultation.

iii) Anglian Water: Survey of water use in the Cemetery. Questionnaire to be completed.

Action: the Clerk**7 Finance Matters:****7.1 Receipts & Payments and balance of bank accounts 03.12.12:**

Barclays: Community Account: £2,054.22; Business Direct Access: £19,058.46

7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
102371 ¹	A H Contracts	Inv. 6471 dog waste bin emptying	£36.00	£6.00
102372	Texprep	Inv. 19799 newsletter	£66.80	
102373	Reading Room	Inv. Room rent 28Nov12Youth	£16.00	VOID²
102374	E.ON	Inv. HDD5C23E4 electricity July-Sep2012	£404.60	£67.43
102375	SLCC	Membership 2013	£48.00	
102376	B Tomlin	Reimbursement Reduce size of holly tree at Allotments £140 Maps for vision for Croughton 19 th & 24 th Nov12 £4.38 Mileage: £84.60	£228.98	
102377	A Le Druillenec	Salary Month 9	£315.75	
102378	HMRC	Tax Month 9	£72.00	

Notes:

¹ Cheque numbers listed on published Agenda were one digit out and have been corrected for the purposes of the Minutes.² Cheque No. 102373 was Voided. Croughton Active (Youth Group) is self funding.**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Coles to Approve the Payments with the exception of Cheque no. 102373 payment to Croughton Reading Room for room rent in the sum of £16.00.**7.3 To note Receipts:**

Date	Payee	Description	Amount
November 2012	Tenants	Allotment Rent	£19.80
14.11.12	HMRC	VAT refund	£505.55
23.11.12	W J Harper	Advert Dec 12 Newsletter	£4.00

Noted.

8 Planning:

8.1 Applications: None.

8.2 Notices of Decision: None.

8.3 CPRE Planning Workshop 20th November 2012: To receive a Report:
(previously distributed, copies available also at the Meeting)
Cllr Gelder spoke to her report which outlined the sessions on Neighbourhood Plans and their place in the Planning system, and on making meaningful responses to Planning Applications.
Noted.

8.4 For Information:

8.4.1 Northampton Central Area Action Plan (CAAP): The Inspector's Final Report and Modifications are available at:

http://www.northampton.gov.uk/info/200205/planning_for_the_future/1539/caap_examination_process

8.4.2 Submission of Oxfordshire Minerals and Waste Plan - Minerals and Waste Core Strategy Submission Document October 2012: A Planning Inspector will carry out an independent examination. Report due in Summer 2013 for adoption later in the year, subject to legal compliance and soundness criteria being met.

Details available at:

<http://www.oxfordshire.gov.uk/cms/public-site/minerals-and-waste-policy>

9 Local Plan: Vision for Croughton: Open Forums 19th & 24th November 2012:

9.1 To consider the Consultation Responses:

(A summary of Responses in the format of the questionnaire used at the Open Forums; Top Issues identified by residents; draft short follow up questionnaire - previously circulated)

Cllr Bennett had summarised the raw data into clusters and groups of issues and shortlisted those which had been identified 3 or more times.

Observations:

- i) The responses returned covered a range of issues, some of which were workable objectives, but not specifically planning related.
- ii) It was not clear at this stage in the process how strongly felt the issues were across the village as a whole.
- iii) The issue pertinent to the Local Plan and the future development of Croughton was the review and extent of the Village Confines.

Agreed: To meet at 7.30 p.m. on Monday 7th January 2013 in Croughton Village Hall to discuss Croughton's Local Plan submission.

Action: All Members of the Parish Council

Cllrs Bennett and Bodley-Scott had sorted the top issues into 4 categories -

1. Changes we can make to improve village life
 2. Longer term development needs in the village
 3. Getting around; roads, paths, transport
 4. Environmental policies - Croughton's views on key issues
- and drafted an initial questionnaire comprising 4 sections relating to each category.

9.2 To Agree the Next Step in the process:

Agreed:

- i) To include village confines in section 2 of the questionnaire.
- ii) To suggest additional or alternative questions for incorporation in the questionnaire and send to Cllrs Bennett and Bodley-Scott by 18th December 2012.

- ii) That the questionnaire should be size A4 and inserted in the January 2013 issue of the Croughton News.
 - iv) That residents should return the completed questionnaires to the Parish Office within the 2 week consultation period.
 - v) That the Parish Council considers the responses at the next Ordinary Meeting of the Parish Council to be held 11th February 2013.
- Action:** All Members of the Parish Council; Cllrs Bennett and Bodley-Scott (finalise questionnaire, organise printing and distribution)

10 Training:

- 10.1 To consider Training needs:
Cllr Forbes: 'Off to a Flying Start' session (details awaited)

11 Action Plan 2012/2013:

- 11.1 Councillor Representative and Warden Updates:
- 11.1.1 Astwick Local Liaison Group: To receive a Report on the Meeting held 14th November 2012: (verbal update) Cllr Coles reported that:
- i) Operator's update: All quarrying had ceased.
 - ii) Walk around the site revealed that the land had now been restored.
 - iii) Planning permission for the fishing lakes, with conditions relating to mitigation of environmental and amenity impact, had been granted.
 - iv) It was anticipated that no further Meetings would be called.
- 11.1.2 RAF Croughton: Communications: Liaison update: (report previously distributed, copies available at the Meeting)
Cllr Gelder spoke to her report:
- i) A two way flow of information via Croughton News would enhance communications between the Base and village.
 - ii) Communication channels with Croughton Primary School and the Church had been opened up.
 - iii) Discussion on changes in British American Committee structure to involve community representatives.
 - iv) The Base is keen to assist in kind with various community activities.
- 11.2 Councillor Actions: **None.**
- 11.3 Community Engagement:
- 11.3.1 Affordable Housing Development: Update:
Cllr Tomlin reported on unforeseen highway issues that had complicated the progress of the scheme.
Agreed: To bring these to the attention of Cllr Sawbridge, NCC
Action: Cllr Tomlin

Mrs Alice Kirkham, Strategic Housing Officer, SNC was meeting with Mr Neil Gilliver of Northants Rural Housing Association on 11th December 2012 and would provide the Parish Council with further information arising from the meeting.

11.3.2 Creation of footpath along Brackley Road: Update: No report.

11.4 Policies, Plans and Procedures:

11.4.1 Action Plan 2013/2014: To agree a draft Action Plan:
(draft previously distributed, copies available at the Meeting)

Agreed:

- i) To remove the Highways Representative from Section 1 as this was allowed for in Section 2.
- ii) To delete provision of yellow lines from Section 2, Highways issues.
- iii) To consider the inclusion of issues arising from the questionnaire being issued in January 2013

Action: Cllr Gelder (updates); All Councillors, the Clerk (further comments to Cllr Gelder)

11.4.2 Financial Risk Assessment: To review the document: (previously circulated)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the Financial Risk Assessment 2012-2013.

12 Budget and Precept 2013/2014:

12.1 To consider suggestions arising from the Participatory Budgeting session held at 7 p.m. on 10th December 2012:

None.

12.2 To consider a draft Budget 2013/2014: (draft Payments and Receipts budgets, Reserves statement previously distributed)

Agreed:

i) To include a budget figure of £100 for the creation and maintenance of the path at the allotment wall.

ii) To include a nil budget for the defibrillator.

iii) To defer consideration of outstanding budget categories - Allotment Wall, Parking Provision, Neighbourhood Planning, additional Street Lighting- to the next Meeting of the Parish Council to be held on 14th January 2013.

12.3 To consider a draft Precept 2013/2014:

Northants CALC had advised that the announcement from the DCLG on whether or not Parish Councils will be included in the government's Excessive Council Tax increases arrangements is not expected until 19th December 2012. **Noted.**

Agreed: To defer consideration until January 2013.

13 Highway Matters:

13.1 Traffic Management:

13.1.1 Painting of kerbing: NCC has applied a white reflective coating to part of the outside and inside of the curved kerbing at the parking bays.

13.1.2 20 mph Speed limit: Request from resident for the proposed 20mph speed limit to be extended the full length of the village rather than just from the junction at Mill Lane along the High Street as far as the School.

The Parish Council supported this request.

Action: the Clerk (advise resident)

13.2 VAS data Report:

Cllr Bennett was continuing to analyse the data and was preparing a report for the previous 9 months for consideration at the next Ordinary Parish Council Meeting to be held 14th January 2013.

13.3 NCC Annual Waiting Restriction Review 2012/13:

13.3.1 To suggest areas requiring a change to current arrangements: **None.**

13.3.2 To suggest areas requiring new parking restrictions: The Parish Council endorsed the parking restriction reference SN10 (Park End).

Action: the Clerk (respond by deadline of 24th December 2012)

14 Youth Development:

14.1 To receive an Update on Croughton Active:

14.1.1 Session held 28th November 2012: Attended by 8 young people.

14.1.2 A Committee needed to be formed in order to qualify for a startup grant.

14.1.3 Affiliation to NAYC: Valid until 31st August 2013.

14.1.4 Community Action Grants: Deadline 18th January 2013.

Visit: www.northamptonshire.gov.uk/communityactiongrants

15 Little Brook Ward Meeting:

15.1 To agree to hold the Little Brook Ward Meeting on 21st January 2013:

Agreed.

- Action:** the Clerk (confirm date with Cllrs Sawbridge and Townsend, Aynho and Evenley Parish Councils)
- 15.2 To consider items for the Agenda:
Suggested Speakers: Andrea Leadsom MP: Topic: Policy on Energy Efficiency
Sue Smith, Chief Executive, SNC & CDC
Action: Cllr Tomlin and the Clerk
- 16 To set Meeting Dates for 2013:**
- 16.1 In accordance with Standing Order 2d. to resolve to change the date of the April 2013 Ordinary Meeting from 8th April to 15th April 2013 and to hold the Annual Parish Assembly on 8th April 2013:
- RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Forbes to hold the Annual Parish Assembly on 8th April 2013 and to hold the Ordinary Parish Council Meeting on 15th April 2013.
- 16.2 To agree the dates of Ordinary Parish Council Meetings 2013: (Calendar previously distributed)
- RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the dates.
- 17 Any Other Business: For Information and at the discretion of the Chairman:**
- None.
- 18 To receive items for the next Parish Council Meeting - Monday 14th January 2013:**
- None.

The Meeting ended at 9.15 p.m.

Signed: _____ Date: 14th January 2013
Chairman