

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 8th June 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Penny Forbes
Councillor Chris Fox
Councillor Pamela Gelder

Absent: Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: No announcement was required as no Members of the Public were present.

SNC Public Notice was on display.
Information entitled 'Filming, recording and use of social media at Council meetings' was available to members of the public attending the meeting.

- 2 To Receive Apologies and Approve the Reasons for Absence:**

Cllr Davies: Abroad

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

- 3 To Receive Requests for Dispensations:**

None.

- 4 To invite Declarations of Interest:**

None.

- 5 Public Participation:** Members of the Public may speak to Agenda items:

None.

- 6 To Approve the Minutes of the Annual Parish Council Meeting held 11th May 2015:**
(previously distributed)

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Coles to Approve the Minutes of the Annual Parish Council Meeting held 11th May 2015.

- 7 Matters Arising from item 6 not on the Agenda: For Information:**

7.1 Clerk's Report: (previously distributed)

Minute No. 4.1: Cllr Forbes signed her Declaration of Acceptance of Office on 20th May 2015.

Minute No. 9.1: Bridge at Blenheim: Cllr Sawbridge has taken up the Parish Council's complaint about the repair with Mr Ray Price, Bridges Team Leader. Mr Price believes that the main issue is not to do with the standard of workmanship but that the mortar has not yet had time to weather. Mr Price would be willing to consider a way to artificially accelerate the weathering of the mortar.

Action: Cllr Tomlin to follow up

Minute No. 10.2: BT Telephony bill: unresolved.

Minute No. 11.2: Electricity Procurement: Update of 15th May 2015: Northants CALC was in discussion with 3 companies but had not yet received prices from all three. Further update to follow.

Minute 16: Annual Return 2014/2015: Sent to the External Auditor on 3rd June 2015

Minute 18.4.1: Co-options: Notices had been placed in the Noticeboards. Deadline for expressions of interest: noon on 1st July 2015. Agenda item: 13th July 2015. Cllr Gelder had submitted an article in the June 2015 issue of Croughton News for posting on the website.

Minute No. 20.1: Little Brook Ward Meetings: Publication of Minutes: Aynho PC has been asked to include this item on the Agenda of the next Meeting. Evenley PC has indicated that it would be happy for the Minutes to be published on the websites.

2. Other:

i) Impact of housing developments in Oxfordshire on villages in South Northants: Cllr Sawbridge has requested that NCC carries out an annual traffic survey at 4 locations: B4100 Aynho village; B4100 after Aynhoe Park corner; on B4031 from Deddington just before the junction with the B4100; on the B4031 past Aynhoe Park corner on the route to Croughton.

The survey would provide statistics on traffic now and show how much it is increasing. It will provide information on the amount of traffic travelling through Aynho, the amount travelling through Croughton, and the amount travelling to join the A43 to proceed either to the M40 junction 10 or towards Brackley and Northampton, and of course traffic in the opposite directions.

ii) Village Directory: Information gathering by SNC for an audit of village services.

Action: the Clerk

iii) RAF Croughton: Invitation to Independence Day Celebrations, 2nd July 2015. (previously distributed)

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £438.65 (01.06.15) Business Direct: £26,609.37 (01.06.15)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill No. Q024VE	tbc		
102613	A H Contracts	Inv. 8004 dog waste bin emptying	£36.00	£6.00	
102614	Texprep	Inv. 21372 newsletter	£100.10		
102615	M Dempsey	Inv. 1100 Grasscutting	£760.00		
102616	Northants CALC	Inv. 5158 Off to Flying Start 27May15	£39.00		
102617	E.ON	Lamp 18 Mill Lane	£384.00	£64.00	Pending
102618	Anglian Water	Water Rates: Cemetery £16.35 Allotments £36.34	£52.69		
102619	A Le Druillenec	Salary Month 3	£320.22		
102620	HMRC	Tax Month 3	£80.00		
102621	A Le Druillenec	1&1 Web hosting inv. 203005722041	£25.16	4.19	

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to Approve the Payments.

- 8.3 **SNAST NHW:** To consider a grant in the sum of £10.00:
(information on SNAST's achievements during 2014/2015 previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to grant the sum of £10.00 to SNAST for the year 2015/2016.
(Cheque No. 102622 was raised)

- 8.4 **BT plc:**
8.4.1 To Note 5% increase in BT business line rates from 1st July 2015:

Noted.

8.4.2 To consider options: Cllr Tomlin spoke to this item.

Agreed: To defer a decision pending confirmation from Gigaclear in respect of the connection to the Village Hall and the first 12 months' service.
It was **Noted** that it was unlikely to be settled before August 2015.

- 8.4 To Note Receipts:

Date	Payer	Description	Amount
May 2015	Tenant	Allotment Rent	£16.00
04.05.15	Banbury Memorials	Plot 617 inscription	£25.00

Additional Receipt: VAT refund £365.57.

Noted.

9 To Appoint the Councillor for Internal Controls:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to Appoint Cllr Fox Councillor for Internal Controls.

10 Electricity Procurement:

- 10.1 To Note the advice and recommendations from Northants CALC in respect of the cost of unmetered electricity supplies: (Clerk's Report refers)
Northants CALC had provided a further update on 5th June 2015 advising that discussions are in progress with 4 suppliers to design 'schemes' for Northamptonshire Councils. Councils would be advised of the details of buying options within the next months.

Noted.

- 10.2 To consider options:
Agreed: To await further information from Northants CALC.

11 Planning:

- 11.1 **Applications: None.**

- 11.2 **Decisions: None.**

- 11.3 **Cherwell Local Plan 2011-2031 (Part 2):** To Note the timetable towards final publication in April 2017:

Noted.

Next stage: District-wide Issues and Options consultation: July/August 2015. This may provide an opportunity for the Parish Council to comment on cross border traffic issues.

- 11.4 **NCC: Minerals and Waste Local Plan update - Issues and Options:** To consider comments:

No Comments.

12 Training:

12.1 To consider training needs:

None identified.

12.2 To receive reports:

Off to a Flying Start: 27th May 2015: Attended by Cllr Fox who had found it beneficial.**13 Poores' Allotment Trust:**

13.1 To nominate Appointees to fill two vacancies:

No expressions of interest had been received in response to publicity.

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Gelder to nominate Cllrs Coles and Tomlin as Trustees.**14 Action Plan 2015/2016:**

14.1 Councillor, Representative and Warden Updates:

None.

14.2 Councillor Actions:

14.2.1 To instigate Health and Safety Risk Assessments:

Agreed:

i) Allocation of Responsibilities (Public Sites):

Public site	Name of person (s) to carry out RA
Allotments	Cllrs Coles and Forbes
Cemetery	Mr. Rob Robbins
Bus Shelter/Stock Steps	Cllrs Fox and Gelder
Footpaths	Cllrs Fox and Gelder
Seats	Cllr Tomlin
Portway Pocket Park	Cllr Davies

ii) To remove Mill Lane Ford from the list of sites to be assessed.

iii) Allocation of Responsibilities (Lighting Areas 1-5):

Lighting Area	Name of person to carry out RA
1: Park End, Church Lane, Yew Tree Rise	Cllrs Coles and Forbes
2: High Street, Brackley Road	Cllr Coles
3: Blenheim, Mill Lane	Cllr Tomlin
4: Wheelers Rise, jitty	Cllrs Fox and Gelder
5: Portway, Portway Drive, Portway Crescent, jitty	Cllr Davies

iv) To report back to the next Ordinary Meeting of the Parish Council to be held 13th July 2015.

14.2.2 Emergency Response Plan: To Approve the Plan:

(Plan updated and previously distributed by Cllr Gelder)

Additional information:

Annex 2: Small Equipment: Additional Wheelchairs: Cllr Coles has 2 Wheelchairs;

Cllr Forbes is willing to donate 1 Wheelchair to the Reading Room

Amendment: Keyholder for Village Hall: Chris Tomlin (not Brian Tomlin)

Agreed: To amend the document in accordance with the additional information in preparation for signing by the Chairman.**Action:** Cllr Gelder**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Forbes to Approve the Plan with the amendments.

The Chairman thanked Cllr Gelder for her excellent work.

Action: the Clerk (run off 10 copies of the Plan and place in the Kit boxes)

Cllr Gelder (provide a copy each to Sqn Ldr Jayne Robertson, RAF Croughton and Mrs Helen Goulder, Head Teacher, Croughton All Saints CE Primary School,

14.3 Community Engagement:

(Community Engagement Strategy 2012-2017, 2014 Status Review previously distributed)

The following initiatives identified for 2014-2017 had been taken in 2014-2015:

A. Communications:

i) Two Open Forum Meetings: Achieved.

15th December 2014: Awareness of how to operate the Defibrillator

23rd February 2015: Elections Evening and Emergency Response Team

ii) Email contact details and cascade system: In progress: cascade system not yet enabled

B. Relationships:

iii) Actions proposed by residents as a result of the Village Plan consultation process that were followed up:

No further Action: Provision of Post Office facility (Co-Op has no plans for in store counter)

In progress: Broadband (Gigaclear project due for completion Summer 2015)

C. Participation:

iv) Parish Council Elections: No further Action. Plan approved October 2014 and implemented. One new Councillor elected in May 2015. 3 seats not filled - co-options process underway.

v) Diamond Jubilee Committee: Achieved: Cllrs Bodley-Scott and Gelder had obtained feedback. The Parish Council was regarded as helpful for seed funding.

vi) Croughton Youth Council: No progress: Cllr Davies had approached Magdalen College.

Noted.

14.3.1 To plan actions for 2015-2016:

Agreed: To act on the following initiatives:

Give a Voice:

i) Develop a new website

ii) Improve links with Year 6 pupils and encourage them to write articles for the Newsletter.

14.3.2 To consider a project to satisfy the New Homes Bonus funding criteria:

(information previously distributed)

The New Homes Bonus allocation for Croughton available from April 2015 totals £9,115.00.

The Parish Council had no immediate scheme in mind to form the basis of a bid to the New Homes Bonus funds.

Agreed: To defer to the next Ordinary Parish Council Meeting to be held on 13th July 2015.

14.3.2.1 Informal request by the Vicar for Parish Council support of the Church's bid to the New Homes Bonus fund for roof repairs:

Agreed: That the Parish Council was in the process of considering projects and was not able to support the Church's bid.

14.4 Policies, Plans and Procedures:

14.4.1 Charitable Giving Statement: (previously distributed) To review:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to make no changes to the Statement.

14.4.2 Local Council Award Scheme: To consider further accreditation:

(information previously distributed)

Croughton Parish Council, due to its former status as a Quality Council, was awarded free Foundation status under the Local Council Award Scheme for the year 2015.

Members considered the requirements of the 3 levels and what would be achievable.

Agreed:

i) That there were some gaps in the set of criteria for Foundation status.

ii) It would be realistic for the Parish Council to aim to acquire Quality status.

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Tomlin:

i) Not to let the award lapse

ii) To seek to renew Foundation status

iii) To re-assess the position in August 2015 and decide what is possible.

14.4.3 General Power of Competence: To decide whether to seek to exercise:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles that the Clerk acquires qualification in the relevant module to enable the Parish Council to consider exercising the General Power of Competence.

15 Little Brook Ward Meeting: 20th July 2015 at Ayhno:

15.1 To suggest items for the Agenda:

Agreed:

- i) Update on installation of Ultrafast Broadband by Gigaclear
- ii) Traffic issues relating to developments in Oxfordshire
- iii) Publication of Minutes on websites (previously requested)

16 Correspondence:

16.1 Police and Crime Commissioner: Expansion of Special Constabulary: Invitation to attend briefing event on 14th July 2015: (previously distributed)

Noted.

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

17.1 Gigaclear: Cllr Tomlin reported that due to Health and Safety problems work had been halted temporarily pending the appointment of a new contractor.

17.2 Drainage: Cllr Tomlin reported on the continuing efforts to resolve problems of function, condition and ownership of the sewer drain below Townend Farm. Thames Water was planning to suck out the silt which had accumulated to within 3m of the manhole.

18 To receive items for the next Parish Council Meeting: - Monday 13th July 2015:

- i) Public ROW No AF11: overgrown

The Meeting ended at 8.45 p.m.

Signed: _____
Chairman

Date: 13th July 2015