

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 10th October 2011 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Pamela Gelder - Chairman
Councillor Margaret Bennett
Councillor Fran Bodley-Scott
Councillor Rodney Cash
Councillor Jean Coles
Councillor Lesley Ramsay
Councillor Brian Tomlin

Absent: Councillor Trevor Davies
Councillor Rob Robbins

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Abroad on Business
Cllr Robbins: Holiday

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Ramsay to approve the reasons for absence submitted by Cllrs Davies and Robbins.

2 To invite Declarations of Interest:

None.

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

3.1 Agenda item 15.2: Traffic concerns at High Street:

The Chairman invited Mr D Kelly and Mr R Miller to speak to this item.

Mr Kelly expressed his gratitude to the Chairman for her unstinting efforts to ameliorate the parking problems. Mr Kelly described the traffic activity and parental behaviour at School drop off and pick up times, the safety concerns arising from this, and the related difficulties experienced by him and his neighbour in exiting their properties to the right. The School was supportive. The County Council through the Community Liaison Officer and Safer Routes to School Officer, as well as the Police, regarded the matter very seriously.

Mr Miller endorsed Mr Kelly's remarks. Mr Miller suggested extending the yellow lines as far as No 12. High Street and the introduction of a 20 mph speed limit.

The Meeting considered that enforcement would be difficult. The general consensus was that parking problems recurred annually as new parents began their association with the School, that efforts to address the problem should continue with the Agencies and through talking to parents at Assemblies and at the Friday coffee mornings in conjunction with RAF Croughton and the Police.

3.2 Agenda item 9: Allotments:

The Chairman invited Mr J McClure to speak to this item.

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The track was not kept clear and this caused problems for neighbouring properties. Mr McClure was unaffected by this but welcomed the installation of a No Parking sign and enforcement of its directive.

Action: the Clerk (ask for delivery date of sign); Councillors (enforcement arrangements)

4 To approve the Minutes of the Meeting held 12th September 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Bodley-Scott to approve the Minutes of the Meeting held 12th September 2011.

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

5.1 Clerk's Report: (previously circulated)

Minute 5.1: Affordable Housing Update: No further news.

Minute 5.1: SNH Fencing: The fence has been erected, having been completed on 3rd October. The portaloo has yet to be removed but the intention was for this to be done upon completion of works.

Action: the Clerk (contact SNH to remove Portaloo)

Minute 8.4: Sign for Allotments: On order.

Minute 10.1: Bus Shelter: Mr John Austin has removed the Timetable noticeboard for refurbishment. NCC is considering a request to supply a replacement.

2. Other:

i) Andrea Leadsom MP: Expressed interest in being more involved with the Parish Councils in her constituency - via article in Parish Newsletters or by attending a Parish Council Meeting.

Agreed: To discuss at the next Ordinary Parish Council Meeting to be held 14th November 2011.

Action: the Clerk (Agenda item)

5.2 Matters raised by Members:

Minute 8.2.1: Water Consumption: The most likely source of reporting of inappropriate usage would be the Tenants.

Minute 8.4.4: Rent Review: Retail Price Index:

Agreed: To decide which RPI to use to calculate Allotment rents at the next Ordinary Parish Council Meeting to be held 14th November 2011.

Action: the Clerk (Agenda item)

5.3 Fault Report Lamp 41: The Clerk referred to the Parish Council Meetings held in January and February 2011 in respect of replacing the existing column with a hinged galvanised steel column as per the advice of the Maintenance Contractor.

Agreed:

i) That the Council was unable to resolve the matter at this Meeting

ii) To investigate alternatives, such as using a tower scaffold to carry out repairs.

Action: Cllr Tomlin

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £9,582.27 (04.10.11) Standard Life: £12,969.24 (04.10.11)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102257	A H Contracts	Inv 5705 dog waste bin emptying	£24.00	£4.00
102258	Texprep	Inv 19021 Newsletter	£66.80	
102259	M Dempsey	Inv 894 Grasscutting	£840.00	
102260	E.ON UK	Inv 022969 Lighting Maintenance	£246.73	£41.12
102261	Northants CALC	Inv 3093 Off to a Flying Start 14.09.11	£58.00	

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Cheque No.	Payee	Description	Total	vat
102262	A Le Druillenec	Salary Month 7	£310.15	
102263	HMRC	Tax Month 7	£77.60	
102264	A Le Druillenec	Reimbursement- office supplies	£26.50	£4.42
DD	BT plc	Telephony Q01001	£202.29	£33.71

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bennett to approve the Payments.

6.1.2 To approve s137 expenditure in the sum of £25.00 for the purchase of a poppy wreath:

6.1.2.1 To approve the following Payment:

102265	Royal British Legion Poppy Appeal	Poppy Wreath	£25.00	S137 pay ^t
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RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to approve s137 expenditure in the sum of £25.00 for the purchase of a poppy wreath.

6.1.3 To approve reimbursement of expenses:

102266	R Cash	Training Litchborough 4th October 2011	£21.60	
		Bus Shelter	£27.10	
102267	F Bodley-Scott	Purchase of Tree Stump killer	£12.99	

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Tomlin to approve the reimbursement of expenses to Cllrs Cash and Bodley-Scott.

6.1.4 To purchase a Notices Header for the Pin board at the Bus shelter:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to purchase a Notices Header, size 6in.x1in. at a maximum cost of £10.00.

Action: Cllr Cash

6.2 To note Receipts:

Date	Payer	Description	Amount
Sept 2011	Tenants	Allotment Rent	£58.00
14.09.11	Sponsor	Newsletter	£801.60
21.09.11	SNC	Precept 2 nd half year instalment	£8,106.50
26.09.11	J & M Humphris	Advert	£24.00

Noted.

6.3 Budget Monitoring: To Note the Report for Q2: (previously circulated)

Noted.

7 Internal Controls:

7.1 To Note the Report of the Internal Control Councillor for Q2: (previously circulated)

There were no issues for action.

A reference file was now available for inspection by Members.

Noted.

8 Training:

8.1 To identify Training needs:

Cllr Tomlin: S106, Community Infrastructure Levy

8.2 Report on Budgeting & Precepting Training held 4th October 2011: Attended by Cllr Cash. Useful. The process of Participatory Budgeting was recommended. It was **Noted** that this would be relevant to the review of the Community Engagement Strategy to take place at the next Ordinary Meeting of the Parish Council to be held 14th November 2011.

Action: Cllr Cash (circulate briefing notes); the Clerk (Agenda item)

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9 Allotments:

- 9.1 To approve the wording of the Tenancy Agreement for new tenants as from 10th October 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Ramsay to approve the Tenancy Agreement for new tenants as from 10th October 2011.

- 9.2 To approve the Tenancy Rules: (previously circulated)

Agreed: To make the following amendments:

Rule 1: delete: 'shall be paid half yearly': insert: 'will be charged in half yearly instalments'

Rule 11: delete: 'not' (line 2, Sentence 2)

Rule 12: delete: 'on the rear of the plot' (paragraph 3 South Side, line 2)

Rule 18: Delete Rule 18.

Effective Date: insert: 'who had a Tenancy Agreement' to read:

'These revised rules will apply with effect from 10th October 2011 but no current tenant who had a Tenancy Agreement as at 31st August 2009 will be asked to relinquish an allotment if they currently live outside Croughton Parish.'

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the Tenancy Rules, as amended.

Agreed: To merge into one Allotments Document the Tenancy Agreement, Tenancy Rules and Allocation Policy for approval at the next Ordinary Parish Council Meeting to be held 14th November 2011.

Action: Cllr Gelder (create Allotments Document); the Clerk (Agenda item)

- 9.3 Consultation on incorporation of Amenity Area to extend Plot 20:
The Tenant of Plot 20 was present.

9.3.1 To Note response: The Clerk advised that the majority of Tenants who had responded to the consultation supported the request, 14 in favour: 2 against.

Noted.

9.3.1.1 One tenant, whilst supporting the request, had concerns over the lack of an official area for loading and unloading purposes.

Agreed: That the amenity area had not been a parking area or turning space for vehicles.

Action: the Clerk (notify Tenant of the situation)

- 9.3.2 To respond to the request from the current Tenant of Plot No. 20:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Bennett that Croughton Parish Council meets the demand of the majority and grants the request to extend Plot 20 by the incorporation of the amenity grass area.

The Chairman, on behalf of the Parish Council, advised the Tenant of Plot 20 that his request had been granted with immediate effect and that his offer to create a grass pathway to afford better access to the neighbouring plot (No. 19) was accepted with thanks.

Action: the Clerk (inform Tenants of the outcome)

- 9.4 Consultation on Downsizing:

9.4.1 To Note response: **None.**

9.4.2 To consider Expressions of Interest: **None.**

9.4.3 To allocate plots:

The Clerk advised that the Tenant of Plot No. 4 had decided to relinquish the tenancy. This brought the total number of vacant plots to 2 (Nos. 4 and 8).

The Clerk was awaiting a response from a prospective tenant who had been offered the Tenancy of Plot 8.

RESOLVED IN PRINCIPLE: It was proposed by Cllr Bennett and seconded by Cllr Tomlin to split Plots Nos. 4 and 8 subject to an assessment of suitability by Cllr Bodley-Scott.

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- Action:** Cllr Bodley-Scott (determine if either or both plots were suitable to be converted into half plots; report findings to Clerk); the Clerk (allocate plots accordingly)
- 9.5 To consider renting out the pig sty as a storage area (issue 7 of the Report):
Agreed: To invite tenants to rent out the pig sty to the front of Plot No 19 at a half year rent of £2.00 (to include maintenance).
Action: the Clerk (Notice)
- 10 Cemetery:** (Action Plan Objective)
- 10.1 To consider a draft Policy for the Cemetery: (previously circulated)
Agreed: That there would be no Wall of Remembrance as this was considered out of keeping in a rural Cemetery.
Action: Cllr Gelder (finalise Policy for approval at next Ordinary Meeting of the Parish Council to be held 14th November 2011); the Clerk (Agenda item)
- 10.2 Garden of Remembrance:
 10.2.1 To consider options in respect of materials to be used:
Agreed: To acquire a second quotation for the supply and installation of 40 grey slabs size 18in.x18in.
Action: Cllr Robbins
- 11 Action Plan 2011/2012:**
- 11.1 Content:
 11.1.1 To approve addition of Allotment Wall to the Action Plan 2011/12: (previously circulated)
- RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to approve the Allotment Wall entry in the Action Plan 2011/12.
- 11.2 Policies:
 11.2.1 To approve the Policy for Advertising in the Newsletter and on the Website: (previously circulated)
- RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Coles to approve the Policy for Advertising in the Newsletter and on the Website.
- 12 Statutory Matters:**
- 12.1 Risk Assessment (Health and Safety) Public Assets and Sites:
 12.1.1 To follow up agreed actions:
Agreed: To defer this item to the next Ordinary Meeting of the Parish Council to be held 14th November 2011.
Action: Cllrs Robbins and Tomlin (Allotments); Cllr Tomlin (Mill Lane Ford); the Clerk (Agenda item)
- 13 Planning:**
- 13.1 **Applications:**
 13.1.1 Ref: S/2011/1149/FUL
 Proposal: To erect a wrought iron style front railing fence and gates for pedestrian and vehicular access
 Location: The Old Chapel, 23 High Street, Croughton
<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65413>
- The Applicant was present.
 For Information: Copies of letters of objection from residents to the Planning Authority.
- RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to OBJECT to the proposal.
 The reasons were as follows:

- i) Design and Appearance: The scale and height of the proposed fence and gates are neither aesthetically pleasing nor in proportion to the village street scene in this particular location.
- ii) Highway Concerns: Traffic congestion will be aggravated by the movement of vehicles in and out of the proposed gates adjacent to a T junction, near the Primary School, where a Give Way traffic system operates.
- iii) Installation of Telegraph Pole in pavement: This proposal will serve to decrease the width of this narrow pavement and prohibit the passage of wheelchairs, pushchairs, buggies and prams, forcing pedestrians into the road. There is no pavement on the other side of the road.
- iv) Re-positioning of the Road Warning Sign: This sign provides useful information to motorists. Replacing the post and sign with the telegraph pole would be a greater impediment to driver vision.

Informative: The Applicant advised that the telegraph pole was a separate issue. No Wayleave Agreement was in place and the applicant had requested the removal of the pole from his property. Undergrounding was not an option. Date for removal and re-siting of pole to pavement: 24th October 2011; Reconnections: 26th October 2011.

13.1.2 Ref: S/2011/1156/FUL

Proposal: Proposed installation of lighting at the running track at RAF Croughton

Location: RAF Croughton, Brackley

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=654109>

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Ramsay to OBJECT to the proposal on the following grounds:

- i) The towering height of the proposed lighting units.
- ii) The light pollution that will impact on houses on the Base and in the village of Croughton, as well as on the wider rural environment which currently has a minimum amount of lighting.

13.2 **Notices of Decision:**

None.

13.3 Northamptonshire Minerals and Waste Development Framework Strategy: Control and Management of Development DPD:

To Note that the DPD was adopted on 30th June 2011

<http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/ContManage.aspx>

Noted.

13.4 Draft Oxfordshire Minerals and Waste Plans: To respond to the Consultation.

www.oxfordshire.gov.uk/mineralsandwaste

Agreed: To respond to this significant issue by the deadline of 31st October 2011.

Action: Cllr Bennett (examine the document and recommend a response)

14 **Astwick Liaison Group:**

14.1 To appoint representatives to the Astwick Liaison Group:

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Bodley-Scott that Cllr Coles continues as Parish Council representative.

14.2 To Note date of Meeting: 3 p.m. on 12th October 2011:

Noted.

15 **Highways:**

15.1 To Note additional repairs:

Patching had been completed in preparation for surface dressing.

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- 15.2 Traffic concerns at High Street: To receive an Update:
Cllr Gelder spoke to this item.
Site meetings to observe problems and issues had taken place in September involving at times the Chairman, residents, Mrs Helen Howard, Community Liaison Officer, NCC and Ms Jay Shah, Safer Routes to School Officer, NCC. The Police, the Base and the School were exploring options.
Engineering solutions were limited. A 20 mph speed limit near the School would need to be enforced to be effective.
The yellow zig zag lines are to be reinstated.
- 15.3 For Information: Extension of 30 mph speed limits:
The Parish Council was in favour of the new speed limits at Brackley Road and Portway as per drawing no. S673/11/204 proposed by NCC.
Action: the Clerk (notify Mr D Ward, Traffic Orders Section, NCC)
- 16 Village Event 2012:**
- 16.1 To receive an Update: Task Teams had been set up. Croughton Village Wine was in the offing.
Agreed: That the Village Event 2012 is a Standing Agenda item.
Action: the Clerk
- 17 Correspondence:**
- 17.1 To Consider:
17.1.1 Northamptonshire Police: Have Your Say: **Noted.**
17.1.2 SNC Street Cleansing Service: (previously circulated) **Noted.**
17.1.3 Boundary Commission for England: The 2013 Review of Parliamentary Constituencies www.independent.gov.uk/boundarycommissionforengland (previously circulated) **Noted.**
- 17.2 For Information:
17.2.1 SNH: Lifeline and Support Service: (In circulation)
17.2.2 NCC: Libraries Review: (previously circulated) **Noted.**
17.2.3 CPRE/NALC: How to Respond to Planning Applications- An 8-step guide (In circulation)
- 18 Any Other Business: For Information and at the discretion of the Chairman:**
- None.
- 19 To receive items for the next Parish Council Meeting - Monday 14th November 2011**
1. To review the Community Engagement Strategy
 2. Emergency Plan: To address key issues and action points
 3. Data from VAS devices.

The Meeting ended at 10.10 p.m.

Signed: _____ Date: 14th November 2011
Chairman

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