

Croughton Parish Council

Minutes of Croughton Parish Council Meeting
Held on Monday 13th September 2010 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Trevor Davies
Councillor Caroline Murdoch
Councillor Lesley Ramsay
Councillor Rob Robbins
Councillor Brian Tomlin

Absent

Councillor Jean Coles
Councillor Ann Perkins
Councillor Susan Relf

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Coles - Unwell
Cllr Perkins - Charity Event

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Ramsay to approve the Reasons for Absence submitted by Cllrs Coles and Perkins.

2 To invite Declarations of Interest:

None.

3 Public Participation: Members of the Public may speak to Agenda items. Two members of the Public were present.

3.1 Item 11.3: Salt Bin: It had been difficult exiting in either direction from Portway Drive during the snow last Winter.

It was **Noted** that in the aftermath of Winter, Farmers' assistance with snow clearance had been included in the draft Community Engagement Strategy (now out for consultation).

4 To approve the Minutes of the Meeting held 9th August 2010: (previously circulated)

Amendment: Minute 16.1: Delete: Stone; Delete: Mill Lane. Insert: Footpath AF9. Insert after Repairs required: to stile beyond kissing gate.

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Gelder to approve the Minutes (as amended) of the Meeting held 9th August 2010.

5 Matters Arising from item 4 not on the Agenda: For Information**5.1 Clerk's Report:**

Minute 5.1iii): The ROW Improvement Plan 2007-2011 will be reviewed during the current financial year, commencing in the Autumn and will have regard to the Government Spending Review for Transport and Highways 2011/2012. The number of cuts provided under the Mowing Programme remains at 2 per year.

Minute 9.3: Acknowledgement received from SNC. All comments will be discussed by SNC and the draft Brackley MasterPlan reviewed as appropriate at a meeting in December 2010.

Agreed: The Exhibition had been a very good initiative.

Minute 10.1iii): Footpaths: Street Doctor reports: 21 Portway Drive URN 443011 and cut from Park End to Portway Crescent URN 443013.

Mr Trevor Gray, Community Steward, MGWSP has advised that orders for works to the bank at Blenheim, and footpath alongside The Blackbird were raised some months ago.

Note: The white spray marks were thought to have been applied by BT.

Minute 13.1: Sponsorship of the Newsletter: A donor who wishes to remain anonymous has provided sponsorship in the sum of £734.40 for 12 months starting in October 2010.

Minute 15.1.1.1: Northants CALC AGM 20th October 2010: Mr Paul Clayden, author of The Parish Councillor's Guide, the Local Council Clerk's Guide and The Law of Allotments will be the Guest Speaker.

Minute 15.1.2.: Communities and Local Government: Local Referendums to veto excessive council tax increases: Responses from NCalc and SLCC indicate that they do not support the proposal.

Minute 16.2: Request to re-open ROW AF13: NCC has not yet received an application for an extension of the Traffic Regulation Order. A request for a further extension would be considered in the interests of public safety.

Other:

i) Smartwater: A new date has yet to be set. All those who placed an order have been advised of the situation.

Agreed: To suggest to the Police alternative arrangements for deployment of the Smartwater units and dissemination of safety advice such as a group session in the village hall with the option of home visits.

Action: the Clerk

ii) Inconsiderate parking at Park End; selling of vehicles on highway: A resident had expressed frustration at the situation. PC Shillito has been informed. The resident has been advised to contact the SNC Licensing Dept in respect of trading.

iii) Clerk's Holiday: The Clerk will be keep normal office hours on 13th and 15th September, will be away 16th - 22nd September; and resume normal office hours on Monday 27th September 2010.

6 Finance Matters:**6.1 Receipts & payments and balance of bank accounts:**

Barclays Bank: £1,554.18 (06.09.10) Standard Life: £15,367.02 (06.09.10)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102143	A H Contracts	Inv 4883 dog waste bin emptying	£23.50	£3.50
102144	Texprep	Inv 18230	£61.20	
102145	M Dempsey	Inv 792 grasscutting	£610.00	
102146	Anglian Water	Allotments 23.02.10 - 18.08.10 £148.50 Cemetery 23.02.10 - 18.08.10 £ 30.87	£179.37	
102147	Croughton PF&VH	Inv 0820 Office Rent Half Year	£500.00	
102148	A Le Druillenec	Salary Month 6	£310.15	

Cheque No.	Payee	Description	Total	vat
102149	HMRC	Tax Month 6	£77.60	
102150	A Le Druillenec	Reimbursement Paper, wallets, dividers, Domain registration	£31.61	£4.63

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

6.1.2 To Approve an Additional Payment:

Cheque No.	Payee	Description	Total	vat
102151	L Ramsay	Items for Emergency Kit	£20.99	

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Robbins to approve the additional payment.

6.2 To approve a s137 payment in the sum of £25.00 for the purchase of a poppy wreath:

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Tomlin to approve a s137 Payment in the sum of £25.00 for the purchase of a poppy wreath.

6.3 To note Receipts:

Date	Payer	Description	Amount
August 2010	Customers	Smartwater	£40.00
31.08.10	Fewcott House	Newsletter Advert	£76.80

Noted.

6.4 To consider Training needs:
(information previously circulated)

The Council considered the need for training in Archiving parish documents.

6.5 Internal Controls: To receive the Report of the Internal Control Councillor for Quarter 1 2010/2011: (previously circulated)

Received.

6.6 Parish Council Election 5th May 2011: SNC Tariff of Fees for Contested and Uncontested Elections:

Noted.

Action: the Clerk (look up previously designated election fees budget)

Agreed: To consider ways to generate interest in the election process.

Suggestions: i) A series of newsletter articles from October 2010

ii) Parish Council led information session with Q&A

It was **Noted** that Northants CALC was offering a training session on 7th December 2010.

Action: the Clerk (newsletter article)

7 **Planning:**

7.1 **Applications:**

a) Ref: S/2010/1034/FUL

Proposal: Proposed garage extension to form studio hobby space

Location: 12 High Street Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=62984>

PROPOSAL: Cllr Tomlin: To OBJECT on the grounds that the description of the proposed application is inaccurate and the new building too large for the garden.
This was not seconded.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Robbins to make NO OBJECTIONS but to bring the following observation to the attention of the Planning Authority: the plan is constructed around the garage extension but is a change of use.

7.2 Notices of Decision:

c) Ref: S/2010/0728/MAF PERMITTED
Proposal: Demolition of 16 bungalows and erection of 16 (replacement) two storey detached dwellings
Location: RAF Croughton

7.3 Northamptonshire Minerals and Waste Development Framework: Control and Management of Development DPD Submission: To note the review process:

<http://www.northamptonshire.gov.uk/en/councilservices/environ/planning/mwdf/pages/default.aspx>

Minor changes to the DPD have been made and public hearing sessions may take place in November or December 2010.

7.4 Energy from Waste Incinerator at Ardley Fields: To consider correspondence from Bucknell Parish Council in respect of the Public Inquiry into the first application and in respect of the determination of the second application Ref: MW 0078/10:

It was **Noted** that the result of the Public Inquiry into the first application was expected no later than 14th January 2011 and that the second application would come before the OCC Planning and Regulation Committee on 25th October 2010.

Agreed:

- i) To submit the Parish Council's original letter to OCC by post
- ii) To email the Parish Council's letter to individual members of the OCC Planning and Regulation Committee on 15th October 2010

Action: the Clerk (Parish Council postal response; forward to Members of CPC via email letter for attention of individual members of OCC P&R Committee); Members of CPC as appropriate (email members of OCC P&R Committee)

8 Statutory Matters:

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

8.1.1 To consider allocation of Lighting Areas:
(Information distributed at the Meeting)

Agreed:

- i) To allocate Lighting Areas as follows:

Area 1: Park End, Church Lane, Yew Tree Rise: Cllrs Gelder and Ramsay

Area 2: High Street, Brackley Road: Cllr Robbins

Area 3: Blenheim, Mill Lane: Cllrs Ramsay and Murdoch

Area 4: Wheelers Rise: Cllrs Relf and Tomlin

Area 5: Portway, Portway Drive, Portway Crescent, Portway Crescent to Park End: Cllr Davies

- ii) To make a visual inspection at ground level of the physical condition of each lamp

- iii) To record observations on the sheet

- iv) To amend any inaccuracies and/or provide additional information in respect of descriptions and numberings on the Area lists

- iv) To return the Area lists to the Clerk at the next Ordinary Meeting of the Parish Council to be held on 11th October 2010

Action: Cllrs Gelder, Tomlin, Davies, Murdoch, Ramsay, Relf and Robbins

8.2 **Financial Regulations:** (Action Plan Objective)

8.2.1 To initiate the annual review of Financial Regulations:
(Standing Order 13b)

Agreed: To bring recommendations to the next Ordinary Meeting of the Parish Council to be held 11th October 2010.

Action: Chairman, Internal Control Councillor, the Clerk

9 **Quality Status:** (Action Plan Objective)

9.1 To approve Portfolio evidence in support of Test 5 Annual Reports:
(paper in support presented to the Meeting)

Agreed:

i) That the criteria had been met and to re-word the paper in respect of public availability via the offices of the principal authorities in order to reflect this.

ii) To lodge a copy of the Annual Report at Brackley Library

iii) To post the Accounts and Budget for the corresponding year (2009/2010) on the website.

iv) To accept the evidence (Annual Report and paper) in support of Test 5.

Action: the Clerk (paper narrative); Cllr Gelder (Annual Report to Library); Cllr Davies (website information)

10 **Community Engagement Proposals:**

Cllr Gelder reported that both the Community Engagement Strategy and Emergency Response Plan were available on the website. Thanks were due to Mr Jamie Bodley-Scott, Webmaster. The Consultation period ends on 30th September 2010.

10.1 Croughton All Saints C E Primary School: Cllr Gelder spoke to this item.

The Headteacher, Mrs Veneeta Rayner had approached the Chairman with a view to engaging more with the Parish Council. Mrs Rayner had been in post for 5 years and felt the time was opportune to celebrate this and to look beyond the School. Mrs Rayner was keen to invite Members of the Parish Council to an informal coffee morning, to learn about the School's initiatives and Awards, meet the school children, and also be guests at School Assemblies. The School was hoping to invite older residents to its seasonal plays and to broaden pupils' knowledge of how civic duties operated. The latter could be introduced through Year 6 children attending a Parish Council Meeting and for the School Council to provide the base from which a Youth Council could evolve.

Agreed: To be supportive in principle of developing close working relationships with the School.

Action: Cllr Davies (convey sentiments to School Governing Body)

10.2 Village Social Event: Cllr Gelder spoke to this item.

Mr Jamie Bodley-Scott of The Croughton Wine Appreciation Group had expressed an interest in holding an inclusive village social event with the support of the Parish Council. Such support could include promotion of the event, assistance in terms of finance, equipment or skills.

Members were **in favour in principle** of working with village groups and considered the possibility of supporting a series of events culminating in a celebration of the Queen's Diamond Jubilee in 2012.

Agreed: To invite Mr Bodley-Scott to present his vision to the Parish Council via a Public Forum.

- 10.2 RAF Croughton Bowling Evening: Friday 12th November 2010: Cllr Gelder informed the Meeting that this had superseded the original date (17th September 2010).

Agreed: To promote the event to residents in the October issue of the newsletter

Action: Cllr Murdoch (draft appropriate wording)

11 Highway Matters: (Action Plan Objective)

- 11.1 To consider the purchase and installation of 2 VAS devices at a cost of £1,676.00 each plus data logger at £113.52 per sign and to consider associated estimated costs in respect of traffic management, staff and connection costs as supplied by the Agent for NCC Highways:

Cllr Tomlin reported that further progress had been frustrated. An enquiry to the preferred supplier about solar panels had resulted in the Parish Council being referred back to MGWSP, the County Council's Highways Agent, whose contact had not been available.

Agreed:

i) To advise Cllr Sawbridge of the situation

ii) To bring the matter to the attention of Andrea Leadsom, MP.

Action: Cllr Gelder

11.1.2 Speeding Statistics: Cllr Ramsay reported that the Police van had recently been sited in Croughton. 23 vehicles travelling away from Croughton along the B4031 in the direction of Aynho had recorded speeds in excess of the 30 mph limit and as high as 45mph and 47 mph. A data logger had been sited near Mill Lane.

- 11.2 Brackley Road Project: Update from Rowler Estate:

Cllr Tomlin reported that Mr Justin Lattin, Rowler Estate Manager had confirmed that following the Road Safety Audit, permission had been acquired for the project to proceed in accordance with the plans that Rowler Estate had originally submitted for approval two years ago. Subject to legal formalities being resolved, work should commence in two months' time.

Noted.

- 11.3 Request for Salt Bin near Portway Drive at the bottom of the hill leading to Park End:

Agreed: That a salt bin at this location would be beneficial.

Action: the Clerk (submit request to NCC)

- 11.4 Defects in B4031: (For Information)

i) Complaint from resident concerning potholes, exposed manhole covers, hazards posed by deteriorating condition of carriageway to motorcyclists particularly on the bend at Blenheim. Request for double yellow lines between the Industrial Estate and the Co-Op at Park End.

Noted.

ii) Exposed BT manhole cover at Blenheim.

Agreed: To report it to BT

Action: the Clerk

iii) Weeds growing out of drainage grill on north side opposite No 5 Blenheim.

Agreed: To report to Street Doctor

Action: the Clerk

iv) Charlton road sign:

Agreed: To report damage to Street Doctor.

Action: the Clerk

12 Community Policing:

- 12.1 Report of Community Panel Meeting held 7th September 2010: Cllr Gelder reported that the Beats were to be regrouped to relate to the various villages. Ms Claire Smith of the Joint Action

Group (JAG) will attend the next Safer Community Panel Meeting to be held on either 6th or 7th December 2010 in either Chipping Warden or Croughton. (Date and Venue to be confirmed)
Priorities are crime prevention and speeding.

12.1.1 Police Surgeries: The Police will hold weekly surgeries at the Reading Room every 3 weeks for 1- 1¼ hours commencing in October 2010.

Noted.

- 12.2 Doorstep crime Awareness Network (DAN): Advice from the Safer Community Panel Meeting was that DAN is useful in areas where there is a concentration of vulnerable people such as Sheltered Housing Accommodation. On this basis DAN would not be appropriate for Croughton.

Noted.

- 12.3 Northamptonshire Police Open Day: Saturday 25th September 2010 at Police HQ, Wootton Hall from 11 a.m. - 3 p.m.

Noted.

13 Little Brook Ward Meeting: 8 p.m. on 27th September 2010 at Evenley:

- 13.1 To agree items for the Agenda:

The following items were put forward:

- i) The implications for parish councils of the budget processes
- ii) The expansion of Bicester as a result of the Eco development

Agreed: Not to request these as discrete agenda items.

14 Correspondence:

- 14.1 To consider items of Correspondence:

14.1.1 NCC Emergency Planning Conference, Thrapston: Preparing for Winter's Worst: 7th October 2010: To consider attendance: **None.**

14.1.2 Brackley Area Volunteer Car Service (BAVCS): To consider support for the service: It was **Noted** that 2 people from Croughton are registered users of the service.

Agreed:

i) To support the scheme in principle and to consider a grant during the next financial year.

ii) To promote the service in the Newsletter and on the Website

Action: the Clerk (advise BAVCS re. support; promotion)

14.1.3 SNC: Review of Polling Districts and Polling Places:

Agreed: To recommend no changes.

14.1.4 Northamptonshire Big Society Summit: Saturday 2nd October 2010 at Kettering Conference Centre. **Noted.**

- 14.2 To note:

14.2.1 Northamptonshire Electric Blanket Testing Week 13th -17th September 2010: Advance notice of this event was very short.

Agreed: To request that a repeat of the event is organised.

Action: the Clerk (contact Fair Trading Officer, NCC)

14.2.2 Trading Standards Approved Trader Scheme: **Noted.**

Agreed: To publicise in the Newsletter

Action: the Clerk

14.2.3 Brackley Information Bureau: Promotion

- 14.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:

i) SNC Lists of planning applications registered during periods 19.07.10 - 08.09.10

- ii) Northants ACRE: Village Viewpoint Summer 2010
- iii) snvb news: Sept/Oct 2010
- iv) South Northants Homes: Major Works Briefing Papers July & August 2010
- v) No Need for Nuclear Campaign: House of Commons Early Day Motion No. 557
- vi) Exceptional Hardship Scheme: update at 4th August 2010
- vii) Northamptonshire Electric Blanket Testing Week 13 -17 September 2010
- viii) Phoenix Surfacing promotion
- ix) LCR Autumn 2010

- 15 **Any Other Business: For Information and at the discretion of the Chairman**
15.1 Arrangements and Agenda for Informal Meeting with Andrea Leadsom MP:
5p.m. - 7 p.m. on 23rd September 2010 in the Parish Room, Croughton Village Hall

Agreed: To discuss General concerns, Big Issues and Future concerns:

i) Croughton's voice, on the county border, was not heard; lack of a process to enable well constructed and well fashioned debates to take place on the issues; thwarting of two local initiatives: VAS devices (CPC initiative) & Brackley Road Project (Rowler Estate- individual initiative)

ii) Local services - empowerment and control; People issues

iii) East - West Corridor and continuing expansion; HS2; industrial development; the Parliamentary constituency map in 10-15 years' time

iv) Planning: links with coterminous and neighbouring local authorities at Parish, District and County level

Action: Cllr Gelder (create discussion framework); All Councillors and the Clerk (attend as convenient for all or part of the allocated time from 5 p.m.)

- 15.2 Cllr Murdoch: Courtyard Mews, Brackley: Opening on 23rd September 2010. 8 shops. **Noted.**

- 15.3 Cllr Murdoch: Tourism Guide for South Northants produced by Redworks PR:
Agreed: To create a link on the website to access the Guide

- 15.4 Cllr Tomlin: RITC Radome Canopies:
The Chairman was congratulated for her considerable work in achieving the desired outcome.

- 15.5 Cllr Tomlin: Weeds in walls and along footpaths:
Agreed: To bring to the attention of the Parish Enhancement Gangs.

- 16 **To receive items for the next Meeting - Monday 11th October 2010:**

None.

Signed: _____ Date: 11th October 2010
Chairman