

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 11th July 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 Trevor Davies
Councillor Lesley Ramsay
Councillor Brian Tomlin

Absent

Councillor Rob Robbins

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Robbins - Holiday

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

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 Parish Council Meeting held 13th June 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Bodley-Scott to approve the Minutes of the Parish Council Meeting held 13th June 2011.

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

5.1 Clerk's Report: (previously circulated)

Minute 6.3: The revised Bank Mandate has been processed.

Minute 11.1: NCC Library Service: Proposed Mobile Library routes: In response to the Parish Council's objection to the withdrawal of the service to Croughton the NCC Library Service has explained the situation on the basis of reduction in library capacity as a consequence of losing 2 of the 4 mobile libraries; consultation with sole users of the service on meeting their future needs; minimum number of sole users in an area; alternative intended use of static library.

The Parish Council noted the availability of a paid for library service but decided that consideration of this option would be premature in the light of the full library service review currently being undertaken.

It was **Noted** that the existing service will finish on 8th July 2011.

Agreed: To provide information on the situation and mobile library routes in the Newsletter.

Action: the Clerk

Minute 14.1: Purchase of Office Equipment: The Toshiba Satellite Pro-L450-17Q Business laptop in the sum of £399.97 was no longer available. In substitution, laptop HP Pavilion G61001SA in the sum of £379.99 was purchased.

A 60 day free Norton anti virus protection was offered with the laptop and this was installed immediately. It was **Noted** that anti virus protection is not included in the BT Business package to which the Parish Council subscribes but would be available for £5.00 per month.

Minute 17.1 Annual Return: Submitted to the External Auditor on 25th June 2011.

Minute 18: Planning:

18.1.1: S/2011/0520/FUL

Proposal: Three garden tool stores (retrospective)

Location: 17, 19 & 21 Park End Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64595>

The application was put before the SNC Development Control Committee on 30th June 2011. Despite the recommendation of full approval by the Case Officer, the DCC recommended refusal.

18.1.2 It was mentioned at the previous meeting that a second application from RAF Croughton was pending - Ref: S/2011/0687/DEM

Proposal: Prior notification of demolition of three single storey dwellings

Location: 17, 19 & 21 Barksdale Avenue RAF Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64792>

However, prior approval is not required and so there will be no consultation on this proposal.

Other: For Information

1. Affordable Housing Proposal, Brackley Road: The Housing Association submitted a bid for funding for the proposal to the Homes and Communities Agency (HCA). A decision from HCA is expected in July 2011.

2. Lighting Unmetered Supply Inventory: The inventory has been updated and the Unmetered Supply Certificate issued for the period to 20th June 2012.

Central Networks is now known as Western Power Distribution.

Elexon, the company that manages the electricity trading arrangements, has recently completed a review of the annual 'burning' hours that are used to calculate the annual electricity consumption of equipment that is switched on by the Photo-Electrical Control Units (PECUs). In most cases the annual hours have increased and as such calculations on annual consumption will also have increased slightly.

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £3,770.25 (01.07.11) Standard Life: £16,469.24 (01.07.11)

6.1.1 To consider alternative high interest bank options: Cllr Cash reported on his initial enquiries:

i) Not all products were available to corporate bodies

ii) Tying up money in bonds would require careful prior consideration.

Agreed: To investigate further

Action: Cllr Cash

6.1.2 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102223	A H Contracts	Inv 5521 dog waste bin emptying	£24.00	£4.00
102224	Texprep	Inv 18830 Newsletter	£66.80	

Cheque No.	Payee	Description	Total	vat
102225	M Dempsey	Inv 865 Grasscutting	£855.00	
102226	Northants CALC	Inv 3038 Training 15June2011	£29.00	
Cheque No.	Payee	Description	Total	vat
102227	SNC	Inv 3062397 Electoral Services 5 th May 2011	£99.02	
102228	E.ON UK	Inv 020300 Street Lighting Maintenance	£246.73	£41.12
102229	R Cash	Mileage OFS Daventry 15.06.11	£26.10	
102230	F Bodley-Scott	Mileage OFS Thrapston 30.06.11	£45.00	
102231	L Ramsay	APA Refreshments	£8.20	
102232	A Le Druillenec	Salary Month 4	£310.15	
102233	HMRC	Tax Month 4	£77.60	
102234	A Le Druillenec	Reimbursement Laptop package £647.95 Postage £5.45 Mileage H&S Litchborough 02.07.11 £21.60	£675.00	£107.99
DD	BT plc	Telephony bill Q00901	£218.17	£36.36

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

6.1.3 To approve the purchase of Norton anti-virus software at a cost of £39.99:

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Ramsay to approve the purchase of Norton anti-virus software at a cost of £39.99.

Action: the Clerk

6.2 To note Receipts:

Date	Payer	Description	Amount
03.06.11	Tenant	Allotment Rent	£12.00
06.06.11	Banbury Memorials	Plot 580	£30.00
08.06.11	J & M Humphris	Burial Fees Plot 571	£80.00

Noted.

6.3 To Note Budget Monitoring Report for Q1: (previously circulated)

Noted.

7 Internal Controls:

7.1 To approve the revised Internal Control Processes document: (previously circulated)

Revisions:

i) Page 3: In accordance with Minute No. 7.2 of the Meeting held 13th June 2011 in respect of Work Elements: Incapacitation of the Clerk; and Software.

ii) Page 2, Work Element: Data Security: Files are automatically backed up to the external hard drive.

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Bennett to approve the revised Internal Control Processes document.

7.1.1 VAS Data Collection: Cllr Davies reported that the operating system Windows 7 installed on the new laptop no longer has the software required for downloading data from the VAS data loggers. Dambach the VAS supplier has been asked to upgrade and produce a solution.

7.2 To receive the Report of the Internal Control Councillor for Q1: (distributed at the Meeting)

Cllr Bennett advised that the format of her report corresponded to the Checklist of Controls relating to Payments, Cheques, Receipts, Tariffs, Accounts and Salaries.

Noted.

8 Bus Shelter:

8.1 To consider maintenance of the bus shelter at an approx. cost of £130.00:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to:

- i) Approve in principle to apply protective coatings to a maximum of £130.00
- ii) Make an informed choice of materials by comparison of traditional (60:40 mixture of linseed oil: turpentine to the hard wood; sadolin to the soft wood) with more advanced, labour- saving protective coatings
- iii) Authorise Cllr Cash to carry out the work
- vi) Affix an internal pin board with a matching finish

Action: Cllr Cash; Cllr Tomlin (perspex sheet for pin board)

9 Insurance:

9.1 To include the laptop in the insurance schedule:

Agreed: To include the laptop in the insurance schedule at a cost of £379.99.

Action: the Clerk

9.2 To revise the insurance value for the bus shelter:

Agreed:

- i) To revise the insurance replacement value (including supply and installation) for a hardwood bus shelter to £8,500.00
- ii) To insure the bus shelter under the All Risks policy

Action: the Clerk

10 Asset Register:

10.1 To include the laptop, hard drive and monitor in the Asset Register:

Agreed: To include the following items in the Asset Register:

Fixed Asset	Asset Value (Purchase Cost)	Date of Purchase
laptop HP Pavilion G61001SA	£380.00	June 2011
Monitor	£150.00	2006
Hard Drive	£50.00	June 2011

Action: the Clerk

10.2 To include the 2 VAS devices in the Asset Register:

The Clerk advised that NCC was responsible for ownership and maintenance of both VAS devices. Consequently, the VAS devices at Park End and Blenheim should not be included in the CPC Asset Register.

For information: In February 2011 the policy of the NCC changed. Parish Councils would be the responsible owners of VAS devices purchased after that date.

Croughton Parish Council had paid for the signs in January 2011 although the signs were not installed until 20th April 2011.

Agreed: To request written confirmation from NCC that the VAS devices are included on NCC's Capital Assets Register.

Action: the Clerk (contact Mr Steve Barber, NCC)

11 Items held over from the previous Meeting:

11.1 Viridor Credits: To nominate a representative to sit on the area decision-making Steering Group to consider applications to the Landfill Communities Fund:

Agreed: To seek clarification on venues and time of meetings, travel expenses, substitute representatives

Action: the Clerk

Cllr Davies was willing to act as representative if no other nominations were received.

Noted.

- 11.2 Little Brook Ward Meeting: 25th July 2011: To confirm arrangements: (draft Agenda distributed at the Meeting)

Agreed:

i) To include a request for an Agenda item from Evenley Parish Council

ii) To serve refreshments

iii) To meet at 6.45 p.m. to set up the Parish Room

Action: the Clerk (Agenda); Cllrs Bennett, Bodley-Scott and Ramsay (Refreshments); All Councillors (Setting up)

12 Training:

- 12.1 To consider requests for Training:

Agreed: To reserve one place for Cllr Cash on the Budgeting and Precepting training session on 4th October at a cost of £29.00 + mileage @45p per mile

Action: the Clerk (Booking)

- 12.2 To receive reports on:

12.2.1 Off to a Flying Start sessions attended 15th and 30th June 2011: Cllrs Bennett, Bodley-Scott and Cash had each attended one of the training sessions. The training had been excellent, informative, interesting and worthwhile for both new and returning Councillors.

12.2.2 Health & Safety Risk Assessment session attended 2nd July 2011: The Clerk outlined the main elements of the training session:

i) Risk Awareness: Hazards, Risks, Control Measures, Responsibility and Subcontracting Risk

ii) Record Keeping: Example template

iii) Dynamic Risk Assessment

Reports Noted.

13 Allotments: For Information:

- 13.1 To receive a Report of the informal Meeting held 27th June 2011: (Report distributed at the Meeting)

Cllr Gelder spoke to the Report.

Agreed:

i) To consider the Report at the next Ordinary Meeting of the Parish Council to be held on 8th August 2011.

ii) To arrange a site visit to the Cemetery at 6.30 p.m. on 26th September 2011

Action: the Clerk (Agenda items)

14 Statutory Matters:

- 14.1 Risk Assessment (Health and Safety) Public Assets and Sites:

- 14.1.1 To Note observations:

The following Reports had been received and were distributed at the Meeting:

i) Allotments

ii) Bus Shelter and Stock Steps

iii) Mill Lane Ford

iv) Lighting Areas 1 and 3

The following Reports were outstanding

i) Cemetery

ii) Footpaths - RA to be carried out on 19th July 2011

iii) Seats - RA to be carried out on 19th July 2011

iv) Portway Pocket Park

v) Lighting Areas 2, 4 and 5

- 14.1.2 To consider actions arising from the Risk Assessments:

Agreed: To defer this item to the next Ordinary Meeting of the Parish Council to be held on 8th August 2011.

Action: All Councillors with responsibility for Outstanding Reports; the Clerk (Agenda item)

15 Planning:

15.1 Applications:

15.1.1 Ref: S/2011/0749/HRN

Proposal: Removal of 2 x 10m lengths of hedgerows

Location: RAF Croughton, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64900>

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to OBJECT to the proposal on the assumption that the proposed link road is temporary and that, in this event, to remove these sections of hedgerows that are more than 30 years old would be unreasonable.

The Parish Council requested that, should it, regrettably, be found absolutely necessary to remove these sections of hedgerows and to approve the proposal, approval is conditional upon reinstatement of the hedgerows with replacement planting of similar species once the temporary existence of the proposed link road has expired.

15.1.2 Ref: S/2011/0716/FUL

Proposal: Loft conversion to create first floor with four rear dormers, single storey front/side extension

Location: Astwick Farm Bungalow, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=64857>

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Davies to make No Objections.

15.1.3 For Information:

Ref: S/2011/0838/TPO

Proposal: Crown reduce one beech tree by 20%

Location: 12 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=65010>

Agreed: To call an Extra Ordinary Meeting to consider this application at 7 p.m. on Monday 25th July 2011.

Action: the Clerk

15.2 Notices of Decision:

15.2.1 Ref: S/2011/0589/FUL

APPROVED

Proposal: Variation of condition 2 of planning permission S/2010/0837/FUL to increase the size of one of the extensions and to make changes to doors and windows of both extensions

Location: Defence Infrastructure Organisation RAF Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64617>

15.2.2 Ref: S/2011/0520/FUL

REFUSED

Proposal: Three garden tool stores (retrospective)

Location: 17, 19 & 21 Park End Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64595>

15.2.3 Ref: S/2011/0599/FUL

REFUSED

Proposal: Single storey front extension to dwelling

Location: Treetops, 7 Portway Crescent, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=64701>

15.3 Northamptonshire Minerals and Waste Development Framework:

15.3.1 Draft revised Development and Implementation Principles Supplementary Planning Document (SPD): To consider representations: Deadline 28th July 2011. (document in circulation)

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

Agreed: To make no comments.

15.3.2 Control and Management of Development DPD (Development Plan Document): To Note the Adoption Statement of the DPD for the period 2006-2026 on 30th June 2011:

Noted.

16 High Speed 2:

16.1 To consider a response to the DfT consultation (deadline 29th July 2011): (draft response to the 7 questions was distributed at the Meeting)

Agreed: To email Cllr Bennett with any comments by 18th July 2011 for submission by the Clerk to the Department for Transport by the deadline.

Action: All Councillors and the Clerk.

17 Website Development:

17.1 To consider suggestions for its evolution:

Cllr Davies reported on the outcome of a discussion with the Webmaster and Cllr Bodley-Scott held on 4th July 2011:

i) Co-Ordination of data from across the village: incorporation of a calendar/long term planner

ii) Discussion module: social networking implications, autonomous group discussions, themes and issues; moderation and management concerns.

iii) Stop Press Alerts: Road Closures; events; Web and/or Email Cascades

Cllr Davies had approached Mr J J Schofield for advice on cost issues surrounding the installation of software modules

18 Village Event 2012:

18.1 To consider matters arising from the presentation given by Mr Jamie Bodley-Scott at 7.00 p.m. on 11th July 2011:

Members were impressed with the progress to date and hoped that the village would lend its support to Mr Bodley-Scott. Success would depend upon the Core Team making it happen. Distribution of funds after the event would require careful attention.

19 Correspondence:

19.1 To Consider:

19.1.1 NCC Review of Library Services (documents in circulation):

No comments.

19.1.2 NCALC Local Council Survey: Deadline 31st July 2011.

Action: All Councillors (Comments to the Clerk)

19.2 To Note:

19.2.1 NCC Trading Standards: Buy with Confidence Scheme to continue:

Noted.

19.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:

i) SNC Lists of planning applications registered during periods 09.05.11 - 29.06.11

ii) snvb: news July/August 2011

iii) SNH Major works Briefing Paper May 2011

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

20.1 Date for Completion of Carriageway Repairs:

Action: Cllr Gelder (contact Mr Leo Plant, Area 4 Manager, MGWSP)

21 To receive items for the next Parish Council Meeting - Monday 8th August 2011:

None.

The Meeting ended at 10.00 p.m.

Signed: _____ Date: 8th August 2011
Chairman