

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 8<sup>th</sup> October 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 Trevor Davies  
Councillor Penny Forbes  
Councillor Pamela Gelder

### Absent

Councillor Rob Robbins

**In Attendance:** Mrs Ann Le Druillenec (Clerk)

**Welcome:** The Chairman welcomed Cllr Forbes to her first Meeting. Cllr Forbes had signed her Declaration of Acceptance of Office prior to entering the Meeting.

### 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: (previously circulated)

#### 4.1 Parish Council Meeting held 10<sup>th</sup> September 2012:

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Coles to Approve the Minutes of the Meeting held 10<sup>th</sup> September 2012.

#### 4.2 Extra Ordinary Meeting held 24<sup>th</sup> September 2012:

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve the Minutes of the Meeting held 24<sup>th</sup> September 2012, noting that Cllr Cash's Apologies, though emailed in advance, had not been received by the Clerk and as such are not recorded in the Minutes.

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

#### 5.1 Clerk's Report:

5.1.1 Public Forum: Youth Evening in October: Potential volunteers contacted. Provisional date: 24<sup>th</sup> October 2012.

5.1.2 Meeting held 10<sup>th</sup> September 2012:

Minute No. 5.1: Pigsties: Response from RAF Croughton re. request for assistance awaited.  
 Snvb Village Networks: Mr Nick King, Co-Ordinator and the representative from Community Law Service visited Croughton on Monday 1<sup>st</sup> October. Leaflets and surveys about the service on offer have been delivered to households and some enquiries about benefit advice have been referred. The Mobile Exhibition Vehicle is still not in service.

Minute No. 11.1: Allotment Gardens:

a) Individual Allotment Plots: No new existing tenants wished to swap their plots for Plot Nos. 6 or 19. Individuals on the Waiting list are being offered the available plots; one person has moved from Croughton. The Tenant of Plot 4B has relinquished the Tenancy and this has been offered to the Tenant of the adjoining plot (4A).

d) Rents: All tenants have been notified of the increase in rents.

Minute No. 13.4: MGWSP has painted white the corner kerbs of all the parking bays along the High Street.

## 6 Finance Matters:

## 6.1 Receipts &amp; payments and balance of bank accounts 30.09.12:

Barclays: Community Account: £8,828.11; Business Direct Access: £15,558.46

## 6.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat	Note
102351	NAYC	Affiliation fee	£35.00		To Ratify
DD	BT plc	Telephony inv Q01401	£202.76	£33.79	
102352	A H Contracts	Inv.6371 dog waste bin emptying	£24.00	£4.00	
102353	Texprep	Inv. 19692 newsletter	£66.80		
102354	M Dempsey	Inv. 955 Grasscutting	£855.00		
102355	CPF&VH	Inv. 0983 Room rent	£500.00		
102356	A Le Druillenec	Salary Month 7	£315.75		
102357	HMRC	Tax Month 7	£72		
102358	A Le Druillenec	Office Supplies	£54.16	9.00	

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to Ratify and Approve the Payments.

## 6.3 To note Receipts:

Date	Payee	Description	Amount
10.09.12	Tenant	Allotment Plot No. 1	£13.20
21.09.12	SNC	Second Half Year Precept	£8,330.50
24.09.12	Smiths Newsagents	Advert Newsletter	£24.00

6.4 To note the budget Monitoring Report to 30<sup>th</sup> September 2012: (previously circulated)

Specific comments:

## 6.4.1 Receipts:

i) Bank Interest £9.63 (Budget £100): Calculated in May 2012 following changeover of accounts from Standard Life to Barclays Bank.

**Action:** the Clerk (to compare with previous year's Receipts)

## 6.4.2 Payments:

i) £34.00 entered into 'from Reserves' column alongside Clerk's Salary representing VAS data collection.

ii) Grasscutting: It was **Noted** that the budget represented price per cut per area x number of cuts for 8 month weather dependant growing season.

Percentage difference Bud-Act: omitted.

**Action:** the Clerk

## 7 Planning:

## 7.1 Applications: None.

## 7.2 Notices of Decision: None.

- 7.3 SNC Energy Efficiency and Renewable Energy SPD: To comment on the Consultation draft: **No Comments.**
- 7.4 Central Area Action Plan (Northampton): To consider representations on recommended modifications: **No Comments.**
- 7.5 South Northamptonshire Settlements and Development Management DPD: - 'Local Plan': Workshop 24<sup>th</sup> October 2012: To nominate one attendee:  
**Agreed:** Cllr Bodley-Scott (Cllr Tomlin in reserve)  
**Action:** the Clerk

## 8 Training:

- 8.1 Planning Your Community event held 4<sup>th</sup> October 2012: To receive a report: Cllr Tomlin had attended the event which had emphasised the importance of Community involvement in developing a Neighbourhood Plan. The process was lengthy and expensive.  
**Agreed:** To provoke interest in the concept of a Neighbourhood Plan via a Newsletter article with a view to hosting a public meeting consultation in November or December 2012.  
**Action:** Working Group (Meet at Village Hall 8p.m. on 15<sup>th</sup> October 2012 to draft article)
- 8.2 CPRE Planning Roadshow: 6-9p.m. on 20<sup>th</sup> November 2012 at Great Houghton: To nominate 2 representatives: (Cost £29.00)  
**Agreed:** That Cllrs Tomlin and Gelder attend.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Cash not to convert payment for attendance at the Roadshow into membership of CPRE Northants.

- 8.3 To consider Training needs:  
Cllr Forbes: 'Off to a Flying Start' (February 2013)  
Northants CALC had been asked to consider the inclusion of the following in its Training programme:  
i) s106 contributions or Community Infrastructure Levy  
ii) The new Localism Framework  
iii) The Government's drive to reduce regulations and the impact of this on local councils.

## 9 Action Plan 2012/2013:

- 9.1 Councillor Actions:
- 9.1.1 Allotment Gardens: To Agree to the removal of the holly tree by the Allotment wall:  
a) Clearance of Ivy: Cllr Tomlin reported that work to clear away the ivy had been partly completed, at a cost in the sum of £75.00, representing half a day's labour.  
**Agreed:**  
i) To arrange for completion of the work in the Spring. (Prior notification of Tenants was discussed)  
ii) To consider the creation of a 2-3 foot wide grassed path running parallel to the top of the wall and the allotments on the south side.  
b) Removal of the holly tree:  
Cllr Tomlin had been advised that it would be impossible to prune or reduce the holly tree and that it was beyond saving.  
The Meeting considered the negative and positive effects of the holly tree on the wall in terms of movement and stability and whether it should be retained or removed at the roots.  
**PROPOSAL:** To remove the holly tree.  
Proposed by Cllr Tomlin; seconded by Cllr Cash.  
**AMENDMENT:** To seek a professional perspective on the potential impact on the wall arising from any action to remove the holly tree.  
Proposed by Cllr Davies; seconded by Cllr Gelder.  
**CARRIED** by a majority vote.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Gelder to do no more at this stage than to seek a professional opinion.

9.1.2 Action Plan 2013/2014: To receive suggestions:

**Agreed:**

- i) Parish Plan
- ii) Brackley Road Footpath
- iii) Participatory Budgeting:

**Agreed:** To ask for suggestions via the Newsletter and at the Public Forum to be held at 7 p.m. on 10<sup>th</sup> December 2012.

**Action:** the Clerk

9.2 Policies, Plans and Procedures:

9.2.1 Newsletter:

9.2.1.1 To review sponsorship of the Newsletter: A Sponsor had come forward for the period October 2012 - September 2013. The Sponsor had asked for anonymity.

9.2.1.2 To consider a revised layout: (example front page was presented to the Meeting)

Revisions:

- i) New Title: Croughton News
- ii) Parish Council news to appear inside

**Agreed:** To submit comments to Cllr Tomlin by 28<sup>th</sup> October 2012.

**Action:** All Councillors

9.2.2 Action Plan 2012/2013: To review and Update: (previously circulated)

**Agreed:**

Section 1: Councillor, Representative and Warden updates:

To insert the names of all Trustees to the Poor's Allotment Trust.

Section 2: Councillor Actions:

Remove Responsible Person Cllr Ramsay from Emergency Plan Test activity.

Include Webmaster as Responsible Person in Website activity.

Section 3: Community Engagement:

Rework layout by breaking down Actions to be Taken.

**Action:** Cllr Gelder (also re-issue contacts page in Emergency Response Plan to include snow clearance contacts)

Add outcome to Jubilee Facebook page: Outcome: not very effective

Update Participatory Budget process: Newsletter Article November 2012; Public Forum December 2012.

9.2.3 Review of Standing Orders: To adopt the advice of Northants CALC:

NALC is expected to publish a new version of Standing Orders at the beginning of 2013.

**Agreed:** To defer to March 2013.

10 Highway Matters:

10.1 Carriageway resurfacing: Update:

10.1.1 Wheelers Rise: Cllr Sawbridge had been advised by Mrs Helen Howard, Community Liaison Officer (Highways) that the Area Maintenance Team had inspected Wheelers Rise and confirmed that no works were planned for this financial year. No opinion on the construction material of the carriageway had been given.

Petitioning the County Council was an option but without guarantee of success.

Cllr Tomlin had filed several reports with Street Doctor with a time scale of 4 months for repairs.

10.1.2 B4031: No further news.

10.2 Parking Issues at Park End:

10.2.1 To consider parking proposals: (Plan previously circulated)

10.2.1.1 Parking Restrictions:

The Parish Council considered proposals to provide space for a combined total of 3 cars in two limited waiting areas and for 3 or 4 cars in an unrestricted area outside the Co-Op store in Park End. Mr Jason Conway, Parking Technician, NCC had advised that the scheme could be enforced by Parking Attendants on duty in Brackley.

Parking permits for residents were not considered of use. The Co-Op was a vital village amenity. The Mid Counties Co-Op was in favour of the proposal.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies:

i) To support the proposal

ii) To approach the residents of House Nos. 7 - 23 Park End about the proposal and to provide them with the drawing.

**Action:** Cllr Tomlin

10.2.1 Bus Stop and layby at Park End:

Mr Jason Conway, Parking Technician, NCC had suggested 3 options for the use of the layby:  
Option 1. No change: Allow cars to park in the layby thus effectively giving priority over the bus stopping there.

Option 2. Install bus stop markings (not enforceable): possible cost implications

Option 3. Install bus stop markings with sign and post with bus timetable with a view to making this enforceable together with bus stop restrictions between 8 a.m. - 6 p.m. to allow for car parking when the stop is not in use. Cost to the Parish Council: approx £666.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Coles;

i) In Principle to Approve Option 3 up to a maximum cost of £700

ii) To revisit the proposal if the maximum cost is greater than £700.

**Action:** Cllr Tomlin

**Agreed:** To use £500 Parking budget plus designated reserves of £200 Safety Related Community issues as required.

- 10.3 Through traffic: To discuss observations and concerns re. motorist behaviour: Cllr Bodley-Scott described the situation in respect of traffic speeds along the narrow stretch of the High Street between Croughton Lodge and Mill Lane.  
Possible Solutions: priority chicane, additional parking bay; definition of single lane width.  
**Agreed:** To invite the Highway Engineer to the village to address the problem  
**Action:** Cllr Tomlin

## 11 Correspondence:

11.1 Northants CALC AGM: 20<sup>th</sup> October 2012:

11.1.1 To appoint one voting and other non-voting delegates: **None.**

11.1.2 To submit a resolution: **None.**

11.2 Northamptonshire Transportation Plan -

11.2.1 Thematic Transport Strategies Consultation:

11.2.2 Town Transport Strategies Consultation:

**Agreed:** To submit individual responses.

11.3 Department for Transport: HS2: Mr Martin Capstick, Director, High Speed Rail has notified the Parish Council that its response to Question 7 of the online Consultation of July 2011 was not analysed due to technical errors. However, the issues raised in the Parish Council's response had previously been identified and taken into account. **Noted.**

11.4 Ardley Liaison Group: Waste Planning Authority Update: **Noted.**

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

12.1 Cllr Bodley-Scott: Fly tipping: Charlton Road.

12.2 Cllr Tomlin: Poor's Allotment Meeting in November 2012. Appointment of Trustees December 2012.

## 13 To receive items for the next Parish Council Meeting - Monday 12<sup>th</sup> November 2012:

**None.**

The Meeting ended at 9.30 p.m.

Signed: \_\_\_\_\_ Date: 12<sup>th</sup> November 2012  
Chairman