

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 8th December 2014 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
Councillor Rob Robbins

No Absentees

In Attendance: Mrs Ann Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT: The Chairman announced that, 'Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted'.

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.

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

None.

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

Items 10.2.1 and 11.1.1: The Chairman welcomed Mrs Margaret Rings, Footpaths Warden and invited her to speak to her report. (Report on Training session 'Rights of Way and the Definitive Map' held 1st December 2014 previously distributed)

i) Item 10.2.1: Training: The session had provided useful guidelines on managing any difficulties that might arise. Problems may be generated if landowners are unaware of their responsibilities.

ii) Item 11.1.1: Action Plan: Footpath Warden's Report: Generally Croughton's paths were kept quite well. Mrs Rings had queries in respect of:



i) AF9 Manor Farm to Mill Lane: Tunnel of trees and shrubs after the stile interferes with the width of the footpath.

Agreed: That the trees need cutting back.

Action: Cllr Tomlin (discuss with the landowner)

ii) AF10 Home Farm to Charlton Road: Reinstatement issue- path is narrow along the diagonal section.

Agreed: That any difficulties are reported to the Chairman or Clerk, as required.

Other: Councillors were not clear on the precise definitions of the types of path and Mrs Rings would try to provide the information.

The Chairman thanked Mrs Rings for attending the Meeting and for her report.

5 To Approve the Minutes of the Parish Council Meeting held 10th November 2014:
(previously distributed)

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve the Minutes of the Parish Council Meeting held 10th November 2014.

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

6.1 Clerk's Report (previously distributed)

Minute Nos. 6.1 & 13.2: Lighting Repairs: Outstanding repairs to be carried out w/c 8th December 2014. Confirmation that the clean and change programme has been carried out (scheduled for October/November 2014) has been requested.

Minute No. 12.2.1.2: Defibrillator Awareness Session: Monday 15th December 2015.

Minute No. 13.1: Repairs to bridge at Blenheim: Mr Raymond Price, Bridges Team Leader, NCC did not accept the Parish Council's criticism of the recent repairs.

'Whilst we appreciate the repair does stand out from the rest of the wall this is obviously because the mortar is fresh and will weather with time. Most of the stone that was used came from the original construction.'

Mr Price did not agree to the repairs being re-done.

'...this structure is neither scheduled or listed. We feel that this work has been undertaken to a standard that is in keeping with the rest of the structure and maintains the necessary safety requirements.'

Agreed: To request a site meeting with Mr Price.

Action: the Clerk; Cllrs Robbins and Tomlin (attend site meeting)

2. Other:

i) Newsletter Sponsorship: An anonymous sponsor has come forward to co- sponsor the Newsletter at a cost in the sum of £695.60.

ii) The Openness of Local Government Bodies Regulations 2014: Filming, recording and use of social media at council meetings: Information on procedures.

Noted.

iii) PCSO Stuart Dowell had taken over the Little Brook beat from PCSO Simon Phillips.

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts:

Community Account: £2,296.61 (01.12.14)

Business Direct Access Account: £22,060.83 (01.12.14)

Noted.

7.2 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales: (Information previously distributed)

7.2.1 To Note the 2.2% pay award effective from 1st January 2015:

Noted.

7.2.2 To Approve the one off £100 pro rata payment in the sum of £21.62 for December 2014:

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Bodley-Scott to Approve the one off award in the sum of £21.62 for December 2014.

- 7.3 To Ratify and Approve the Payments:
In the absence of invoices or expenses claims, the list published in the Agenda had been amended to exclude the following items:
Grasscutting: M Dempsey
Mileage reimbursement: P Gelder and M Rings

Cheque No.	Payee	Description	Total	vat
102566	A H Contracts	Inv. 7684 dog waste bin emptying	£24.00	£4.00
102567	Texprep	Inv. 21009 newsletter	£66.30	
102568	NCALC	Inv. ROW & Definitive Map	£45.00	
102569	Anglian Water	Period of charge 12.08.14 - 11.11.14 Cemetery £15.99 Allotments £49.11	£65.10	
102570	A Le Druillenec	Salary Month 9	£330.61 ¹	
102571	HMRC	Tax Month 9	£82.60 ¹	
102572	A Le Druillenec	1&1 Internet Ltd inv. 203004663541webhosting	£25.16	£4.19

¹ Includes one off payment of £21.62 (Minute No. 7.2.2 refers)

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

- 7.4 To note Receipts:

Date	Payee	Description	Amount
Nov 2014	Tenants	Allotment Rent	£78.40
03.11.14	J & M Humphris	Plot 733A Ashes interment	£90.00
17.11.14	J & M Humphris	Plot 582; ERB 123	£370.00
22.11.14	HMRC	VAT refund	£380.35

Noted.

- 7.5 Mowing Agreement 2015: To enter, in accordance with section 136 of the LGA 1972, into an Agreement with NCC to carry out cutting of grass within the highway (including link footways and Rights of Way):

Note: 2014 payment in the sum of £479.79 received 4th December 2014. The contribution for NCC, payable by NCC, was not yet known but was expected to be in line with that for 2014.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Agree in Principle to enter into a Mowing Agreement.

8 Budget 2015/2016:

- 8.1 To draft a Payments Budget: (draft figures previously distributed)

8.1.1 Corrections:

Category 2.1 Cemetery Water Rates Actual to 08 December 2014: £48 (not £478)

Category 4.1 Electricity Budget 2015/2016: £1,700 (not £170)

8.1.2 Agreed to include:

Category 1.1: Allotments Expenditure: £100

Category 1.3: Allotment Wall: £1,000

Category 2.3: Cemetery Refurbishment: £400 of which £300 to come from Reserves

Category 4.2: Street Light Maintenance: £250 for repairs not covered by Maintenance Agreement, to bring total Street Light Maintenance budget 2015/2016 to £1,100

Category 4.3: Additional Street Lighting: £1,000

Category 5.1: Empty Dog Bins: £250 to cover additional Dog Waste Bin and service to bring total budget for Dog Bins to £520.

Action: the Clerk (request usage levels from the Contractor)

Category 10.1: Newsletter: £850, total budget to come from Reserves.

Category 10.2: Website: £200

Categories 13.1-13.3: Highways: nil budget

Category 14: Maintenance: £200 for Noticeboard and Bus Shelter (up by £175 on draft figure), total budget to come from Reserves.

8.1.3 Category 3: Grasscutting: Draft figures represented the current price and schedule of cuts.

Agreed: To confirm the rate for 2015 or budget for a 5% increase.

Action: the Clerk

8.1.4 Category 7.1: Broadband: Members were uncertain of costs if the Hall signed up to broadband with Gigaclear.

Based on the adjustments to the draft figures the total draft budget 2015/2016: £22,998 of which £2,408 would come from Reserves.

- 8.2 To draft a Receipts Budget: (draft figures previously distributed)

Agreed to include:

Category 7.1: Reserves: £2,408

- 8.3 To review Reserves and consider Virements: (Table of Reserves previously distributed)

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Davies to vire the following 2 categories of designated reserves

i) £893 VAS data collection/analysis, and

ii) £1,250 Safety Related Community Issues

to the Allotment Wall Repair designated reserves to bring the total Allotment Wall Repair designated reserves to £6,840.

9 Planning:

9.1 Applications:

None.

9.2 Notices of Decision:

9.2.1 Application No. S/2014/1165/FUL

PERMITTED

Proposal: Proposed new workshop for use by Horwell Auto Services for MOT testing for cars, vans & Class 7 vehicles

Location: Horwell Auto Services Ltd, Unit 1 Home Farm, Wheelers Rise, Croughton (Considered by the Development Control Committee, SNC on 20th November 2014.)

9.3 Enforcement Notice ENF 555: **For Information**

Building: Croughton House West

Alleged Breach of Planning Control: Without Listed Building Consent the creation of an enlarged opening to the garden wall.

Noted.

10 Training:

10.1 To consider training needs:

SNC Clerks' Briefing: Local Elections: 6 p.m. on 10th February 2015:

10.2 To receive feedback on sessions attended:

10.2.1 ROW and the Definitive Map: 1st December 2014: (Minute No. 4 refers)

- 11 Action Plan 2014/2015:**
- 11.1 Councillor/Warden reports:
- 11.1.1 Footpaths Warden: (Minute No. 4 refers)
- 11.1.2 RAF Croughton: Proposed use of Giant Voice tannoy system from January 2015: (Position paper previously distributed)
Cllr Gelder, RAF Croughton Representative spoke to the proposals and corresponding parameters which the Council **Noted**.
There were No Objections.
- 11.2 Councillor Actions:
- 11.2.1 Highway Issues:
- 11.2.1.2 Report of site Meeting with Community Liaison Officer, Northants Highways held 20th November 2014:
Cllr Tomlin reported on the site meeting at Blenheim:
- i) The request for a 30 mph roundel had been accepted.
- ii) Further traffic restrictions for coming down the hill would be considered. Visibility issues.
Agreed: To enquire about match funding for a traffic throttle scheme.
Action: Cllr Tomlin
- iii) Village Gateway: Making the vertical wooden struts more distinctive.
Agreed: To consider including this in the work for the Community Enhancement Gang.
Action: All Councillors (suggestions on best way to achieve impact)
- iv) Park End Chicane: In response to an email from a motorist suggesting improvements, such as bollards, to the design and visibility of the chicane, the site meeting transferred to examine the chicane. The Chicane was deemed to comply with regulations and no modifications were recommended.
Cllr Tomlin had advised the motorist accordingly.
- 11.2.2 Croughton Website: To review content and development:
Aspects discussed included:
- i) Date of Entry/Posting: This was not to be confused with the date of the event. This feature, which was intended as an indicator of keeping the website entries up to date, was built into the programme. It was not clear whether it could be removed.
- ii) Removal of out of date material: It was not possible to incorporate an automatic deletion mechanism within the current technology.
- iii) Maintenance: Original aim was for the website to be self supporting via user organisations. Webmaster role-practicality issues.
- iv) Development: Master Calendar
Agreed: To convene a gathering of invitees to discuss how to proceed and how to revitalise the commitment of users.
Action: Cllr Davies and the Webmaster
- 11.2.3 Action Plan 2015/2016: To receive suggestions:
Agreed: To re-visit the Village Plan and Community Engagement.
- 11.3 Community Engagement:
- 11.3.1 Affordable Housing: Report on outstanding issues:
- 11.3.1.1 Footway Light No. 57 (Brackley Road): Some progress. 5m lighting column requested similar to Lamp Nos. 30 and 39.
- 11.3.1.2 Surface water drainage: The Contractor and his drainage consultant would need to resolve the issues before the site could be handed over. Concerns over surcharging water freezing in the winter had been brought to their attention.
- 11.3.1.3 Landscaping: Tree planting scheduled for w/c 5th January 2015.
- 11.3.2 Parish Council Elections Plan: Update:
(Combined Timetable for UK Parliamentary and local government elections to be held 7th May 2015 previously distributed)
- 11.3.2.1 Giving Time Project Recruitment Briefing 24th November 2014: Feedback: Cllr Gelder had attended the briefing hosted by Northants CALC.
Action: Cllrs Forbes and Gelder (January 2015 Croughton News article)
- 11.3.3 Broadband: Progress Report:
- 11.3.3.1 Gigaclear Meeting held 20th November 2014:

The Meeting had been well attended. Representatives from Gigaclear were in the village promoting their service.

Current level of commitment to sign up was 43% of the 30% total required.

Agreed: To advise Gigaclear of confusing messages in respect of take up figures.

Action: Cllr Tomlin

11.3.4 Park End Restrictions: Review.

11.3.4.1 To consider whether to proceed to obtain lay by designation as bus stop:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Robbins to take **No Action**.

11.4 Policies, Plans and Procedures:

11.4.1 Financial Risk Assessment: Annual Review: (previously distributed)

New Entry: No 7: Pensions Act 2008 compliance:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the Financial Risk Assessment 2014-2015, inclusive of new entry.

11.4.2 Local Council Award Scheme (formerly Quality Status Scheme):

11.4.2.1 To Note information on the new Scheme and future training event:
(information previously distributed)

i) The Local Council Award Scheme:

Replaces the Quality Status Scheme. (Croughton Parish Council awarded Quality Status in January 2011)

To be launched in January 2015.

The new scheme has 3 levels: Foundation; Quality; Quality Gold.

Existing Quality Parish Councils have the option to apply to receive Foundation status without accreditation and at no cost, and to retain Foundation status until December 2015.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Coles to apply to receive Foundation Status as from January 2015 for the interim period to December 2015.

Action: the Clerk (submit request to Northants CALC)

ii) Northants CALC Briefing session 10 a.m. - 1 p.m. on 2nd February 2015:

Agreed: To reserve 2 places for Cllr Gelder and a Councillor who was intending to stand for re-election.

12 Correspondence:

12.1 Cemetery: To consider requests in order of preference in respect of the Interment of Ashes:

i) Purchase of a new end of row ashes plot in northwest quadrant

ii) Use of pre purchased end of row unoccupied ashes plot in northwest quadrant and removal of memorial tablet from this plot to new ashes plot in Memorial Garden:

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Coles to Approve the request for a new end of row ashes plot in the northwest quadrant.

Action: the Clerk; Cllr Robbins

13 Little Brook Ward Meeting: 19th January 2015 Evenley:

13.1 To suggest items for the Agenda:

Agreed: Local Elections May 2015.

Action: the Clerk (advise Clerk to Evenley Parish Council)

14 Calendar of Dates 2015:

14.1 To Approve the Meeting dates for 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve the Meeting dates for 2015.

- 15 Any Other Business: For Information and at the discretion of the Chairman:**
15.1 Death of Lady Juliet Townsend:
Agreed: To send a letter of condolence to Cllr Townsend.
Action: the Clerk
- 16 To receive items for the next Parish Council Meeting: - Monday 12th January 2015;**
None.

The Meeting ended at 9.30 p.m.

Signed: _____ Date: 12th January 2015
Chairman