

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 11th April 2016 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Penny Forbes
Councillor Chris Fox
Councillor Rodger James
Councillor Mike Tadman

Absent: Cllr Pamela Gelder

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 **Chairman's Announcement:** Openness of Local Government Bodies Regulations 2014:
No Members of the Public were present.
The Chairman did not read out the Announcement.

SNC Public Notice and 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.

Change in the Order of the Agenda:

For practical reasons, the Chairman took Item 13.2.1: (New Website: Report on the Training Session with 2 Commune held 17th March 2016) next.

- 2 **New Website: Report on the Training Session with 2 Commune held 17th March 2016:**

Cllr Davies spoke to this item and gave a screen presentation.

Training session: Via a video conferencing link. Attended by Cllr Davies and the Clerk.

Cllr Davies had since added documents to the website as far as it was possible to do so.

The documents would need to be checked over to ensure they were the most up to date.

Action: the Clerk

Photos from the current site had been used for the time being.

Cllr Davies demonstrated some features of the new website such as the menu, live links to other sites on the home page, strap line and facility for restricted, public or private access to documents.

A 12 month archive record of documents had been loaded on to the new website as an initial step but there was plenty of space for a larger archive.

The site could be tightly managed as a Parish Council site and/or for the wider community.

Cllrs Coles and Forbes entered the Meeting.

The Parish Council pages on the current website would be removed and replaced with a link to the new website.

It was hoped that the new website would go live by the end of April 2016.

The Chairman thanked Cllr Davies for his considerable work on the new website.

- 3 **To Receive Apologies and Approve the Reasons for Absence:**

Apologies had been received from Cllr Gelder. Reason: Holiday.

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Tomlin to Approve the Reason for Absence submitted by Cllr Gelder.

4 To Receive Requests for Dispensations:

None.

5 To invite Declarations of Interest:

Councillor	Item	Reason
T Davies	11.1.2 Application No. S/2016/0729/FUL	Member of Governing Body, Croughton All Saints CE Primary School
B Tomlin	13.3.2.1 New Homes Bonus Request for support of application for heating project	Trustee of the Reading Room

Noted.

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

None.

7 To Approve the Minutes of the Parish Council Meeting held 14th March 2016:
(previously distributed)

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve the Minutes of the Meeting held 14th March 2016.

8 Matters Arising from item 6 not on the Agenda: For Information:**8.1 Clerk's Report:** (previously distributed)

Minute No. 7.1:

Allotment Vacancy: Further to the issuing of the Clerk's Report, the tenancy of the remaining available plot had been allocated. There are no more available plots and no names on the Waiting List.

Rent demands have been issued for the period April - September 2016.

Garden Waste deposited to rear of Plot No.21: There were concerns that the waste would damage the wooden fence to the Allotments Pocket Park and also become a breeding ground for vermin.

Agreed: To write to the tenant requesting the removal of the pile of garden waste.

Action: the Clerk

Lamp No 7, High Street: Now working. Faults to Lamps 27, 50 and 56 have been reported to E.ON for repair.

Minute No. 14: Litter Pick: Loan of litter equipment: Request made to SNC.

Other:

i) SNC Local Plan Part 2A Options Consultation: Consultation Period ends 10th June 2016. Cllr Tomlin will attend the Briefing Session for Parish Councils on 12th April 2016.

ii) Mill Lane name plate: A request for the wooden frame to be replaced and the name plate sign repainted has been made to SNC.

Further to the issuing of the Clerk's Report, SNC has advised that SNC no longer repairs or provides wood type nameplate/stands but offers a die -pressed aluminium nameplate with either galvanised steel or recycled plastic stand.
(Photographs of both types available at the Meeting.)

Agreed:

i) To consider repainting the existing nameplate and affixing it to the wall.

ii) To defer to the Annual Parish Council Meeting to be held 9th May 2016.

Action: Cllr Tomlin

iii) Footpath AF5: The ROW Officer has advised that the line of the footpath was inspected on 31st March 2016. The inspector found that the recently erected fence was not obstructing the ROW but a waymark disk had been affixed to a fence post indicating an incorrect direction.

iv) Grass verge opposite affordable housing development, Brackley Road: Recently damaged by vehicles. Orbit Homes, Contractor has been asked to tidy up and re-seed the verge before the company vacates the site.

v) Audit 2015/2016:

18th May 2016: Internal Audit (Section 4 of the Annual Return)

20th June - 29th July 2016: Period re. Exercise of Public Rights of Inspection

25th July 2016: Submission of Annual Return to External Auditor

9 Finance Matters:

9.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,258.96 (31.03.16) Business Direct: £21,722.09 (31.03.16)

9.2 To Ratify and Approve the Payments:

To Ratify				
Cheque No.	Payee	Description	Total	vat
102689	Northants CALC	Inv. 5462 Good Councillor's Guide	£28.50	
102690	M Dempsey	Inv. 1157 Cemetery Hedge	£175.00	
DD	BT plc	Bill Q028 AD Telephone/Broadband	£297.63	£49.60
To Approve				
Cheque No.	Payee	Description	Total	vat
102691	A H Contracts	Inv. 8566 dog waste bin emptying	£24.00	£4.00
102692	Texprep	Inv. 21974 newsletter	£66.30	
102693	E.ON	Inv. 063573	£247.24	£41.21
102694	E.ON	H12C95BD91 Electricity	£609.96	£101.66
102695	SNC	Cemetery Non-domestic rates 2016/2017	£140.36	
102696	A Le Druillenec	Salary Month 1	£320.22	
102697	HMRC	Tax Month 1	£80.00	

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

9.4 To Note Receipts:

Date	Payer	Description	Amount
March16	Tenants	Allotment Rents	£64.00

Noted.

10 To Approve the Accounts YE 31st March 2016: (previously distributed)

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Tadman to Approve the Accounts for YE 31st March 2016.

11 To Approve the Asset Register to 31st March 2016: (previously distributed)

Total Assets: £920,177.

Note on Additions during the year:

i) Lamp No. 57: Provided by the developer, considered a donation and given nil asset value

ii) Lamp No. 18: Replaced in April 2015. No change to asset value.

RESOLVED: It was proposed by Cllr James and seconded by Cllr Tadman to Approve the Asset Register to 31st March 2016.

12 Planning:**12.1 Applications:**

12.1.1 No. S/2016/0644/FUL

Proposal: Proposed single storey extension to rear and part side with two storey over part and new access gate

Location: 2 Church End, Croughton NN13 5NW

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Tadman to make NO OBJECTIONS.

12.1.3 No. S/2016/0680/FUL

Proposal: Loft conversion to existing bungalow, raising the roof to create habitable accommodation and extension to rear

Location: 9 Brackley Road, Croughton NN13 5PP

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to make NO OBJECTIONS IN PRINCIPLE but also to suggest that the window to the rear that looks out on to a neighbouring property should be a velux window.

12.1.2 No. S/2016/0729/FUL

Proposal: Demolish existing free standing classroom and replace with new classroom building. Rear extension and alterations to existing buildings to include mezzanine floor within the existing roof space.

Location: Croughton All Saints CE Primary School, High Street, Croughton

*Cllr Davies had declared an interest in this item and withdrew from the Meeting. Cllr Davies took no part in the discussion or vote.***RESOLVED:** It was proposed by Cllr Fox and seconded by Cllr Forbes to SUPPORT the proposal.*Cllr Davies re-entered the Meeting.*

12.1.4 No. S/2016/0657/SCR

FOR INFORMATION

Proposal: Screening opinion for EIC and school development

Location: Royal Air Force RAF Croughton Road, Croughton NN13 5NQ

Noted.12.1.5 RAF Croughton: The Clerk advised that Application No. S/2016/0791/MAF had been received on 11th April 2016. The deadline for comments is 27th April 2016.**Agreed:** To seek an extension of time in order to consider the application at the Annual Parish Council Meeting on 9th May 2016.

Members were not in favour of calling a Special Meeting in April.

12.2 Decisions:

12.2.1 No. S/2016/0092/FUL APPROVAL

Proposal: Agricultural storage building

Location: Gateridge Farm, Brackley Road, Croughton NN13 5GR

Noted.**13 Casual Vacancy: To consider nominations to fill one Casual Vacancy by co-option:****None.****14 Training: To consider training needs and to receive reports:**

i) Local Plan part 2A Options Consultation:

Agreed: To reserve a place for Cllr Fox on the Parish Briefing to be held on Tuesday 19th April 2016.**Action:** the Clerk

15 Action Plan 2015/2016:**15.1 Councillor, Representative and Warden Updates:**

15.1.1 Drainage problems to farmland in the vicinity of the spring at Blenheim: Cllr Tomlin reported on the situation. It was intended to carry out investigative digging next week.

15.1.1 Allotment Pipe: Leak: Cllr Tomlin reported that Anglian Water had detected a leak in the supply pipe to the Allotments. This is a dual supply service to the allotments and Nos. 64-70 High Street. Following a site meeting on 8th April 2016 Anglian Water had confirmed that tests had shown that the leak was not on land owned by the Parish Council and that there was no Parish Council involvement in this matter.

Noted.**15.2 Councillor Actions:**

15.2.1 New Website: To receive a report on the Training Session with 2Commune held 17th March 2016: Reported at the beginning of the Meeting. (Minute no. 2 refers)

15.2.2 Traffic data: To review: The Report was in progress.

Six months' worth of Data from the VAS at Blenheim had been downloaded.

The memory card in the VAS at Park End had dropped down and 5 months' worth of data was irretrievable.

15.3 Community Action:**15.3.1 Gigaclear: Update:**

Cllr James had been assured by Mr David Thrower, Project Manager, Gigaclear that a team would follow up the outstanding work.

A resident who had enquired about progress had been advised of the situation.

15.3.2 New Homes Bonus 2016-2017:**15.3.2.1 To consider support for heating project at the Reading Room:**

(Correspondence dated 2nd April 2016 from Mr Andrew Harper, Trustee previously distributed)

The Trustees needed £11,000.

The New Homes Bonus 2016/2017 funds available for Croughton was £5,653.

Cllr Forbes spoke in support of the bid. The Reading Room was being used more often and fundraising events such as Whist Drives and Table Top Sales were held. The Reading Room was a village venue that was available during the day.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Fox to support the bid to the New Homes Bonus fund for the provision of a heating system at the Reading Room.

Action: the Clerk

15.4 Policies, Plans and Procedures:

15.4.1 Financial Procedures: To set review date: (previously distributed)

Agreed: To review the Financial procedures in June 2016.

15.4.2 Action Plan 2015/2016: To review outcomes: (previously distributed)

Noted.**16 Correspondence:****16.1 KierWSP: Community Enhancement Gangs: To confirm request list:**

(previously distributed and submitted to Northants Highways by deadline of 8th April 2016)

1. Re-install tubular steel pole which has come down and is propped at an angle to the wall at Chapel Lane, Croughton.

2. Clear weeds/vegetation at base of allotments wall

3. Repair and paint public bench at junction of High Street/Brackley Road.

Noted.

15 Annual Parish Assembly 2016:

15.1 To receive the Chairman's Report:
The Chairman's Report had been previously circulated.

15.2 To review arrangements:
Colonel Douglas Mellars, Base Commander and Squadron Leader Jayne Robertson, RAF Croughton will attend. Confirmation was awaited on whether a representative of Mott MacDonald would also be in attendance.

Written Reports had been received from:

Cllr John Townsend, SNC (Also Apologies)

Cllr Sawbridge MBE, NCC (Late arrival 8.30 p.m.)

The Rector, Rev. Simon Dommett: Astwick Vale Benefice

Mr George Britchfield has provided a Statement on the Brackley Health Care Facility (to be read out at the APA)

Mrs Georgina Lucas, Editor: Croughton Newsletter

Mrs Auriel Warwick, Nominal President 2014/2015: Croughton WI

Mrs Kathleen Bartlett, Tutor: Croughton Drawing & Painting Class

Mr Pete Wheeler, Chairman: Croughton Short Mat Bowls Club

Mr Stuart Lowen, PC Representative: The Portway Pocket Park: (who will also give a verbal report) Mr Lowen's report contained the following remarks on funding:

'As a small Community Park, we do have a limited budget for its upkeep, relying on the kindness of local residents and donations during functions to help with materials and repairs. We are currently looking how to fund; (a) replacing the shed roof damaged by an overhanging tree which has been recently removed by Anglian Water Board and (b) looking into options for a more permanent and professional sign for the Portway Pocket Park. We would like to ask the Parish Council on their support and advice on how to best proceed with these matters.'

Reports were expected from:

The Police: A set of crime figures

Mrs Margaret Rings: Footpaths Warden

Verbal Reports to be presented at the APA:

Mrs Helen Goulder, Head Teacher

Mr Stuart Lowen, Portway Pocket Park

Mr Keith Ramsay: Croughton Cinema

Cllr Penny Forbes: Poor's Allotment Trust

Cllr Brian Tomlin: Croughton Reading Room

Statement re. new Brackley Health Care facility.

Refreshments: Cllrs Forbes and Coles

Noted.

16 Litter Pick 8th May 2016:

16.1 To confirm the start time and finalise arrangements:

Agreed to:

i) Meet at 10 a.m. at the Village Hall

ii) Acquire litter picker equipment from SNC

iii) Serve coffee afterwards.

16.2 To Note advice from the Parish Council's insurance provider:

i) As long as the event was organised by the Parish Council, any volunteers, Councillors and employees taking part will be covered by the Employers' and Public Liability section.

ii) If aged over 16 and under 90 those involved are covered under the Personal Accident section

iii) Recommendations to reduce the risk or likelihood of injury or damage arising included:

i. Keep a list of those taking part

ii. Carry out a risk assessment of tasks to be completed

- iii. Suitable clothing and equipment to be provided
- iv) Avoid working near water or roads- if necessary only adults
- v) No working at height.

Noted.

Agreed: To make enquiries about extending cover to under 16 year olds.

Action: the Clerk

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

17.1 Hedge trimming: Clearing of cuttings from footpaths.

Agreed: To place in the Newsletter a general appeal for residents to remember to remove their garden cuttings from public areas.

Action: the Clerk

18 To receive items for the Annual Parish Council Meeting: - Monday 9th May 2016.

None.

The Meeting ended at 8.40 p.m.

Signed: _____ Date: 9th May 2016
Chairman

DRAFT