

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 12th September 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 Rob Robbins
Councillor Brian Tomlin

Absent: No-one

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To invite Declarations of Interest:

Cllrs Bodley-Scott, Coles and Ramsay each declared a personal interest in Item 8 Allotments and a prejudicial interest in Item 8.2.1 Allotments Rent Review.
Reason: Cllrs Bodley-Scott, Coles and Ramsay are Allotment Tenants.

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

Agreed: To alter the order of items on the Agenda to include Public Participation at Item 8.2 in order to provide Cllrs Bodley-Scott, Coles and Ramsay with an opportunity to speak to Item 8.2.2.

4 To approve the Minutes of the Meeting held 8th August 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Robbins to approve the Minutes of the Meeting held 8th August 2011.

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

5.1 Clerk's Report: (previously circulated)

Minute 5.1: Affordable Housing Update: Northants Rural Housing Association is continuing to seek funding for the project, to make up a shortfall awarded by the Homes and Communities Agency.

Minute 5.1: VAS Assets: Mr Steve Barber, NCC has confirmed in writing that 'for the foreseeable future, NCC will accept responsibility for the maintenance of all current VAS devices within the boundaries of Croughton parish, and will meet the costs appertaining to powering the devices in their normal day to day usage.'

Chairman's Initials _____

Minute 5.1: SNH Fencing: Mr Steve Jones, Project surveyor has indicated that there have been some major issues with sub - contract labour. This has delayed commencement of the works and meant that no start date has yet been agreed. **Agreed:** To express concern that the portaloos were still on site and a potential health and safety risk to children, to request their removal and to be advised of a commencement date for the works.

Action: the Clerk (contact Mr Jones)

Minute 11.2: Newsletter Sponsorship: Letters were sent to 2 Funeral Directors and 1 Memorial Mason, as well as to all the businesses at Park End Works. J&M Humphris has advised that the firm is not in a position to sponsor but would consider advertising in the Newsletter.

The current sponsor wishes to extend sponsorship for another year. The Parish Council will continue not to reveal the identity of the sponsor.

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £449.34 (05.09.11) Standard Life: £15,469.24 (05.09.11)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102244	A H Contracts	Inv 5646 dog waste bin emptying	£24.00	£4.00
102245	Texprep	Inv 18954 Newsletter	£66.80	
102246	M Dempsey	Inv 884 Grasscutting	£690.00	
102247	Anglian Water	Water period 18 th Feb 2011 - 18 th Aug 2011 Cemetery £37.33 Allotments £140.21	£177.54	
102248	BDO LLP	Inv 1057415 External Audit fees	£162.00	£27.00
102249	R Cash	Reimbursement Bus Shelter	£72.54	£12.09
102250	L Ramsay	Reimbursement Ward meeting refreshments	£5.95	
102251	B Tomlin	Reimbursement Post Box & Noticeboard	£40.54	
102252	CPF&VH	Inv 0895 Half year Rent/Room Hire	£500.00	
102253	Footprint Music Ltd	Inv 2560 Toner Cartridge	£65.15	£10.86
102254	A Le Druillenec	Salary Month 6	£310.15	
102255	HMRC	Tax Month 6	£77.60	
102256	A Le Druillenec	Reimbursement- office supplies, training	£52.64	

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

6.2 To note Receipts:

Date	Payer	Description	Amount
17.08.11	W J Franklin & Son	Burial fees Plot 837	£80.00

Noted.

7 Training:

7.1 To consider requests for Training:

None.

7.2 Report on SNC Website Workshop, 26th August 2011: Attended by the Clerk. The site is being improved; Extranet for Clerks is under consideration.

Noted.

Chairman's Initials _____

8 Allotments:

8.1 To consider the recommendations of the Report of the informal Meeting held 27th June 2011:

8.1.1 To consider a more explicit wording of the Tenancy Agreement for new tenants as from 12th September 2011:

(Tenancy Agreement (new tenants as from 1st September 2009) and Tenancy Rules adopted 14th September 2009 previously circulated)

Agreed: That for new tenants as from 1st September 2009 the Tenancy Agreement was already explicit and that no changes were deemed necessary.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Tomlin to make the following changes to the Tenancy Agreement for new Tenants as from 12th September 2011:

i) In the section setting out what Croughton Parish Council shall do, paragraph 5. 'Terminate the tenancy of an Allotment Garden after one month's notice if':
Delete 5.(i) 'the tenant moves more than one mile out of Croughton Parish within three months of commencing the tenancy',
Delete 5.(iii) 'the tenant is not complying with the tenancy rules'

Paragraph 5 to read: Terminate the tenancy of an Allotment Garden after one month's notice if the rent has not been paid within 40 days of the end of the due month.

ii) Remove the section setting out what the Tenant will do by deleting paragraphs 1-18

iii) Insert the Sentence: The Tenant shall abide by the Tenancy Rules.

Agreed: To draft Tenancy Agreement for new Tenants incorporating amendments agreed at item 8 for approval at the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

Action: the Chairman and the Clerk (draft Tenancy Agreement for new Tenants); the Clerk (Agenda item)

iv) To amend the Tenancy Rules as follows:

iv)i) Paragraph 11:

Delete: 'Subsidised home compost bins can be purchased through SNC. Information is available at www.recyclenow.com'

Insert: 'Tenants are advised to contact South Northamptonshire Council for information on compost bins.'

Paragraph 11 to read: Composters are permissible. Tenants are advised to contact South Northamptonshire Council for information on compost bins.

iv)ii) Paragraph 19:

Delete 19.(i) 'the Tenant moves more than one mile out of Croughton Parish within three months of commencing the Tenancy'

Delete 19.(iii) 'the Tenant is not complying with the Tenancy Rules'

Paragraph 19 to read: Terminate the Tenancy of an Allotment Garden after one month's notice if the rent has not been paid within 40 days of the end of the due month.

iv)iii) Effective Date: The revised Rules will apply with effect from the date of approval.

Agreed:

i) To draft Tenancy Rules incorporating amendments agreed at item 8 for approval at the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

ii) To attach a copy of the approved Tenancy Rules to the Tenancy Agreement for new Tenants

iii) To issue existing Tenants with a copy of the approved Tenancy Rules.

Action: the Chairman and the Clerk (draft Tenancy Rules); the Clerk (inform Tenants, Agenda item)

Chairman's Initials _____

- 8.1.3 To note the Waiting list and to consider action:
7 names are on the Waiting List for New Tenants. All reside in Croughton. The list dates from 2nd March 2011.
The Clerk advised that one Tenant of full size plot has informed of her intention to relinquish the Tenancy - date to be confirmed.

Noted.

Agreed: To defer action on how to satisfy demand pending the outcome of the consultation in respect of invitation to Tenants to downsize by offering up half of their full size plot.

Action: the Clerk (consultation)

- 8.1.4 To review the rules in respect of pets on allotments: (issue 6 of the report)
(Information on Toxocarasis was referred to for information)
Note: For the purposes of this item the Council only considered animals that can be controlled, not wild animals.

Agreed:

- i) It was not possible to prevent dogs from entering the Allotments
- ii) Dogs shall be on a lead
- iii) Pet owners should respect Tenants' enjoyment and use of the Allotment Gardens

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

- i) Delete paragraph 7. of the Tenancy Rules, 'No dogs are permitted in the Allotment Garden.'
- ii) Retain the signs banning dogs on the gate to the Playing Field and on the gate to the Allotment Pocket Park

- 8.1.5 To consider renting out the pig sty as a storage area: (issue 7 of the report)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Tomlin to defer consideration until the outcome of the consultation on the request to extend Plot 20 by incorporating the amenity grassed area to the front.

Action: the Clerk (consultation)

- 8.1.6 To review the rules in respect of sheds to allow sheds on the north side of the southern plots: (issue 8 of the report)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies:

- i) To permit sheds of the size, colour and design as existing, on the north side of the southern plots, to be located on the rear of the plot adjacent to the central path, the shed door to face south
- ii) To alter paragraph 13 of the Tenancy Rules accordingly.

Action: the Chairman and the Clerk (draft Tenancy Rules Minute 8.1iv) above refers)

8.2 Rent Review:

- 8.2.1 To review water consumption:

The Council considered possible reasons - dry summers, inappropriate or unequal usage - for the high water consumption over the previous 2 years for the period February - August.

Agreed: That incidents of inappropriate usage shall be reported to the Parish Council's attention.

Public Participation: Cllrs Bodley-Scott, Coles and Ramsay had declared a prejudicial interest in Item 8.2.2 and were invited to speak:

Cllr Bodley-Scott: The proposed 20% rent increase was too steep. At current rates rent from the Allotments is approx. £400.00 per annum in excess of expenditure. Cllrs Coles and Ramsay made no comments.

Cllrs Bodley-Scott, Coles and Ramsay took no further part in the discussion and did not vote.

- 8.2.2 To approve an increase of 20% per plot or half plot:
Members considered the rationale for increasing the rent. The last increase had been in 2009. The rent covered routine costs including water bills and repairs; occasional costs such as hire of skip and signage. Exceptional potential costs such as a collapse of the wall to the High Street were difficult to quantify.
The Council recognised the need to be open and to strive to professionalise its accounting for costs and replacements in order for the allotments to become self-sustaining in the future.

PROPOSAL: Moved by Cllr Tomlin, seconded by Cllr Robbins:
To increase the rent by 20%.

COUNTER-PROPOSAL: Moved by Cllr Bennett, seconded by Cllr Davies:
To increase the rent by 10% on the basis of catching up after 2 years and to calculate subsequent annual increases on the basis of the Retail Price Index.

Voting on the Counter-Proposal:

For: 3 Against: 3

The Chairman exercised her Casting Vote.

The Counter-Proposal was **CARRIED**.

Action: the Clerk (inform Tenants)

- 8.4 No Parking/Keep Clear/Access for Emergency Vehicles sign:
8.4.1 To consider 3no. quotations ranging from £35.00 - £122.52 +vat:
(information previously circulated)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to accept the quotation in the sum of £45 plus vat from Edge Signs for one 500mm x 300mm alupanel sign, screw hole at each corner, with black text on white background, the text to read NO PARKING Keep access clear for emergency vehicles.

Action: the Clerk (place order)

- 8.4.2 To consider means of installation and associated costs:
Agreed: To affix to a post at the end of Allotment Garden Plot 1.
Action: Cllrs Robbins and Tomlin

9 Cemetery: (Action Plan Objective)

- 9.1 To consider a draft Policy for the Cemetery: (previously circulated)

Agreed: To appoint a Working Group to consider the Policy and make recommendations to the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

Action: (Cllrs Gelder, Coles, Robbins and Tomlin)

9.2 Garden of Remembrance:

- 9.2.1 To consider options in respect of the layout, including a post and chain surround and slabbed rows:

Members were in favour of a more open area, based on the layout at Brackley Cemetery comprising paving slabs with memorial tablet on top.

Agreed:

- i) That the Garden of Remembrance would require some form of edging, and that alternatives to the post and chain surround should be considered.
ii) A Cemetery Noticeboard would be useful.

10 Bus Shelter:

- 10.1 Update on refurbishment work:

Cllr Cash reported that the interior, with the exception of the ceiling, and exterior of the bus shelter had received 3 coats of teak oil of 5 year protection. The seat had been taken out and a coat applied to the base and under the seat. Red metallic paint had been applied to the feet. The roof had been repaired in places with shingles.

Chairman's Initials _____

Cllr Cash was thanked for the excellent work he had carried out.
The Council was also grateful to Mr John Austin for his contribution, which had been acknowledged in the September 2011 issue of the Parish Newsletter.

11 Items deferred from previous Meeting:

- 11.1 Northants CALC Annual Conference and AGM: 22nd October 2011 at Raunds:
i) To appoint delegates, including one voting delegate: **None.**
ii) To propose a resolution for the 2011 AGM: **None.**
- 11.2 SNC Animal Welfare and Dog Controls: To consider enforcement powers available to Parish Councils under the Clean Neighbourhoods and Environment Act 2005:
Noted.
11.2.1: Complaint about Dog Fouling in Church Lane and request for the problem to be reported in the Newsletter:
Agreed: To place an article in the October Newsletter
Action: the Clerk

12 Statutory Matters:

- 12.1 Risk Assessment (Health and Safety) Public Assets and Sites:
12.1.1 To Note observations:

Public Area	Observation Noted	Progress Noted
Allotments		
1.	Access to Pocket Park gate	Signage in hand (Minute No. 8.4 above refers)
2.	Wire fencing at Plot 1	Completed
3.	Compost Bins at Plots 17, 21/22	Removed from fence
4.	Unwanted Materials from pigsty	Removed
Bus Shelter, Stock Steps		
1.	Bus Shelter repairs, Refurbishment	Completed
2.	Notice Board	In hand
Cemetery	No New Risks	
Seats	No New Risks	
Portway Pocket Park	No New Risks	

- 12.1.2 To consider actions arising from the Risk Assessments:

Public Area	Agreed	Action
Allotments		
5.	Cut Ash tree to stump level and kill off with 'Round Up' at a cost of £12.00.	Cllr Bodley-Scott
6.	Assess condition and purpose of damaged the drive to the Allotments	Cllrs Tomlin, Robbins (inspect, recommend action)
7.	Permit Tenant of Plot 20 to remove fencing separating Plot 20 from amenity grassed area:	the Clerk
8.	Condition of Pigsties: Review situation re. pigsty at Plot 19. Inspect pigsty at bottom of site near boundary.	Cllr Tomlin, Robbins
9.	Consider re-pointing and other options to strengthen Allotment Wall footings.	Cllrs Tomlin, Robbins (inspect); the Clerk (include in Action Plan, insurance cover)

Chairman's Initials _____

Public Area	Agreed	Action
10.	Spray weeds growing in pavement alongside allotment wall in the Spring.	
Bus Shelter, Stock Steps		
3.	Report loose paving on middle step to NCC.	the Clerk
Mill Lane Ford		
1.	Report condition of chicken mesh and tarmac to Street Doctor.	Cllr Tomlin
Footpaths:		
1.	Report all new risks to Street Doctor	the Clerk

- 12.2 To approve a Risk Assessment for data collection from VAS devices: (previously circulated)

Cllr Davies advised that data collection was awkward rather than hazardous.

Noted.

- 12.3 Audit for YE 31st March 2011:

- 12.3.1 To approve and accept the Annual Return for YE 31st March 2011:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to approve and accept the Annual Return for YE 31st March 2011.

- 12.3.2 To note the Issues Arising Report:

The External Auditor had provided a note for the Reader of the Annual Return in respect of Fixed Assets, the value of which had been reviewed in accordance with Proper Practice. The Report made No Recommendations.

Noted.

- 12.3.3 To note the procedure for Conclusion of Audit:

Noted.

Action: RFO (post up Notice, sections 1-3 of the Annual Return, and Issues Arising Report for a period of 14 days)

- 12.4 To approve additions to the Action Plan 2011/12: (previously distributed)
Additions at 12th September 2011:

Objectives (General)	Key Issues	Action Points	Action Dates	Responsible Person(s)
Allotment Gardens	Operation of	Tenancy Agreements, Waiting List, Rent Review Regulations, Parking	Aug12	All Cllrs
Policies		Date Approved	Date of Next Review	
Allotment Tenancy Agreement		08.08.11	Aug 12	

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the Action Plan 2011/12 with additions dated 12th September 2011.

- 12.5 To approve updates to the Asset Register for YE 2011/2012: (previously distributed)
Updates at 12th September 2011:

Office Equipment		Date acquired	Value 2011/2012	Value 2010/2011
Laptop HP Pavilion G6100 15A	insured	Jun2011	£380.00	-
Acer Monitor AL1711 15"	uninsured	2006	£150.00	-
Hard Drive WD Elements	uninsured	Jun2011	£50.00	-

Note: 2No. Vas devices, purchased January 2011 and installed April 2011, are the responsibility of Northamptonshire County Council. Total Purchase Cost £9,873.00.

Chairman's Initials _____

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to approve the updates to the Asset Register for YE 2011/2012.

13 Planning:

13.1 Applications:

13.1.1 Ref: S/2011/1081/FUL

Proposal: Garage conversion, with single detached garage and garden wall

Location: Trinity House, Church Lane, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65342>

The Parish Council considered the application on the basis of the revised plan received 12th September 2011.

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

Action: the Clerk

13.1.1.2 For Information:

Cherwell District Council: 11/00524/F

Proposal: 1 no. 800 kw wind turbine and associated works

Location: Cherwell Valley Service Area Junction 10 M40 Northampton Road

<http://cherweb.cherwell-dc.gov.uk/publicassess/default.aspx>

Agreed: To inform the Planning Officer that the Parish Council was unable to comment as Members were unable to locate sufficient information on the Online Planning Service link.

Action: the Clerk

13.2 Notices of Decision:

13.2.1 Ref: S/2011/0881/FUL

PERMITTED

Proposal: Proposed garage extension to from games room and hobby studio (Amendment to S/2010/1418/FUL)

Location: 12 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=65094>

13.2.2.1 For Information:

Oxfordshire County Council: MW/0078/10

Proposal: Construction and operation of an energy from waste and combined heat and power facility together with associated office, visitor centre and bottom ash recycling facilities, new access road and weighbridge facilities and the continuation of landfill operations and landfill gas utilisation with consequent amendments to the phasing and final restoration landform of the landfill surface, water attenuation features and improvement to the existing household waste recycling centre

Location: Ardley Waste Management Facility, Ardley Fields Farm, Ardley

<http://myeplanning.oxfordshire.gov.uk>

Noted.

13.3 Appeal: To consider representations:

Site Address: 17, 19 & 21 Park End, Croughton

Description of Development: Three Garden tool sheds (Retrospective)

Application Ref: A/2011/0520/FUL

Appeal Reference: APP/Z2830/A/11/2158957/NWF

www.planningportal.gov.uk/pcs or <http://snc.planning-register.co.uk>

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Tomlin to respond with the following comments: Croughton Parish Council had no objections to the application for retrospective permission for three garden tool sheds at 17, 19 & 21 Park End, Croughton. As the democratically elected representative local body, the Parish Council is concerned that the application was refused.

Action: the Clerk

Chairman's Initials _____

14 Newsletter:

14.1 To approve the policy for Advertising in the Newsletter and on the Website:
(previously circulated)

Agreed: To defer approval to the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

15 Highways:

15.1 To Note additional repairs.

Agreed: To defer the update to the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

16 Village Event 2012:

16.1 To receive a report on the Village meeting held 11th August 2011.

Agreed: To defer the Report to the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

17.1 Correspondence:

17.1 To Consider:

17.1.1 Northamptonshire Police: Have Your Say consultation:

17.1.2 SNC: Street Cleansing Service:

17.1.3 Johnson (White) Family: Request for renewal of Information Board and installation of Memorial Plaque at Allotments Pocket Park:

17.2 For Information:

17.2.1 SNH: Lifeline and Support Service:

17.2.2 NCC: Libraries Review:

Agreed:

i) With the exception of item 17.1.3 to defer consideration to the next Ordinary Meeting of the Parish Council to be held on 10th October 2011.

ii) To refer item 17.1.3. to the Croughton Playing Field & Village Hall Committee.

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

18.1 RAF Croughton: Tops in Blue Concert: 3rd October 2011

18.2 Keep Space for Peace week: Rally at RAF Croughton: 1st October 2011

19 To receive items for the next Parish Council Meeting - Monday 14th November 2011

None.

The Meeting ended at 10.30 p.m.

Signed: _____ Date: 10th October 2011
Chairman

Chairman's Initials _____