

Croughton Parish Council



Minutes of Croughton Annual Parish Council Meeting Held on Monday 12th August 2013 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 Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent

Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Abroad - Combined Business and Leisure

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

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

Councillor	Agenda item	Reason for declaring Interest
Bodley-Scott	11.4: Allotment Gardens Policy	Tenant
Coles	11.4: Allotment Gardens Policy	Tenant
Forbes	11.4: Allotment Gardens Policy	Spouse of prospective Tenant

Noted.

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

None.

5 To approve the Minutes of the Parish Council Meeting held 8th July 2013: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash to Approve the Minutes of the Meeting held 8th July 2013.

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

6.1 Clerk's Report: (previously distributed)

Minute No. 10.2.1.1: Micro Asphaltting of B4031: The Infrastructure Manager, Northamptonshire Highways has advised that the works have been postponed to the end of September, beginning of October 2013.

Minute No. 10.2.4.1: Replacement Footway Lighting: The residents of 16-18 Portway Crescent have each been informed by letter of the decision to replace Lamp No 39 and provided with details of its design.

E.ON Quotation Ref: DM/NOR1280A/13: Bulk replacement of all 6 fibreglass lighting units; £490.00 per column plus £254.00 per lamp for the electrical connection and reinstatement in a grass verge, or £369.00 for the electrical connection and tarmac reinstatement. All prices exclude vat. This information was **Noted**.

The Parish Council did not wish to proceed with a bulk change at this stage but to replace Lamp Nos. 30 and 39 as previously agreed. (Minute No. 10.2.4.1 CPC Meeting 8th July 2013 refers)

Minute No. 10.4.3.1: Responsibility for posting Advertisements on the Website: Cllr Davies has confirmed that due to the technical issues involved, the Webmaster is the best placed person to place adverts on the website.

Minute No. 13.2: Sign by School: Cllr Tomlin followed up the original Street Doctor report URN 616108 of 19th November 2011 and has been advised that the supplementary plates have been removed as a temporary measure pending a permanent solution.

Other:

i) NCC: Bye election: Provisional date of 5th September 2013 to be confirmed. Ron Sawbridge has been selected as the Conservative candidate for Middleton Cheney Division.

ii) Waiting Restrictions at Park End: Double yellow lines will be painted on the road by the kerb to denote No Waiting at any time. A post and sign will be erected in the areas to denote limited waiting. The bays will be marked out.

A public notice to advertise the proposal is to be posted towards the end of August.

Comments invited for 21 days.

Implementation: end of 2013, beginning of 2014.

iii) Grasscutting on ROW AF5 (behind the School from Wheelers Rise) and AF11 (by the tennis court at the Village Hall): The Rights of Way Officer has advised that they will be cut in the next few weeks.

iv) Little Brook Ward Meeting: Mr Martin Henry, Director of Resources, SNC/CDC has advised that Visiting Forces are exempt from Council Tax. There is no Council Tax liability for any property on a visiting forces base. Personnel living off the base are also granted a Class P Exemption (Visiting Forces) in respect of Council Tax Liability.

v) Traffic Regulation Order (20 mph speed limit): Notice advertising the proposed order have been displayed and comments invited by 30th August 2013.

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts:

Community Account: £946.75 (05.08.13)

Direct Access Account: £18,932.31 (05.08.13)

7.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
102431	A H Contracts	Inv. dog waste bin emptying	£24.00	£4.00	
102432	Texprep	Inv. 20212 newsletter	£66.80		
102433	M Dempsey	Inv. 1003 Grasscutting	£785.00		
102434	BDO LLP	Inv. 1197047 Audit YE 31Mar13	£120.00	£20.00	
102435	Northants CALC	Inv. 4045 Off to a Flying Start 0Jul13	£29.00		
102436	P Forbes	Mileage expenses 26Jun13; 10Jul13	£44.00		
102437	NAYC	Affiliation fee	£37.00		
102438	A Le Druillenec	Salary Month 5	£316.95		
102439	HMRC	Tax Month 5	£70.80		
102440	A Le Druillenec	Reimbursement incl. Anti Virus £24.99	£29.13		

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

7.3 To note Receipts:

Date	Payer	Description	Amount
July 2013	Tenant	Allotment Rent	£13.60
03.07.13	Western Power Dist.	Wayleave	£4.60
15.07.13	J & M Humphris	Headstone Plot 840	£35.00

Noted.

7.4 To note 2013/2014 National Salary Award for Local Council Clerks: The Award of 1% backdated to 1st April 2013 was **Noted.**

Action: the Clerk(factor in from September 2013)

7.5 Internal Controls: To receive the Report of the Internal Control Councillor for Q1: (previously distributed)

The Report was **Noted**, with thanks to Cllr Forbes.

85 Annual Return for YE 31st March 2013:

8.1 To Approve and Accept the Annual Return for YE 31st March 2013: (Section 3 and Issues Arising Report previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve and Accept the Annual Return.

8.2 To consider the Issues Arising Report:

Issue: Incorrect use of s137 power in respect of expenditure on the Queen's Diamond Jubilee celebrations. The External Auditor stated this expenditure was permitted under s145 of the Local Government Act 1972.

The Report was **Noted.**

Action: The Clerk (post up Conclusion of Audit Notice and relevant supplementary information for a period of 14 days)

9 Planning:

9.1 **Applications:**
None.

9.2 **For Information Only**

9.2.1 Application No: S/2013/0900/PE

Proposal: To replace approx. 0.6km of 11kv overhead line supported on wooden poles

Location: Manor Farm, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69694&cuuid=70F91A95-0518-4DAE-8E57-E354157E2785>

Noted.

9.2.2 Application No: S/2013/0901/PE

Proposal: To replace approx. 0.2km of 11kv overhead line supported on wooden poles

Location: RAF Croughton, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69691&cuuid=585CEA13-30CA-4821-9708-399EFF43E526>

Noted.

9.3 **Notices of Decision:**

None.

- 9.4 To consider Correspondence re. SNC Site Notices publicising Planning Applications:
(previously distributed)

Agreed: To assist.

- 9.5 West Northamptonshire Joint Core Strategy Local Plan (Part 1) Sustainability Appraisal/Strategic Environmental assessment Addendum Report - Scoping Report Consultation: (Hard copy in circulation from 12th August 2013)
Deadline of 30th August 2013 was **Noted**.

10 Training:

- 10.1 To consider Training needs:

Agreed: That the Clerk is given time off to attend the course 'Finance for RFOs and Clerks' to be held on 23rd September 2013, 10.30 a.m. - 3.30 p.m.

- 10.2 To receive reports on sessions attended:

10.2.1 Off to a Flying Start, 10th July 2013: Cllr Forbes had found the course worthwhile, in particular on legal aspects and precedents.

11 Action Plan 2013/2014:

- 11.1 Councillor Reports:

11.1.1 Cllr Robbins: CPF&VHA: The garden to the front of the Parish Room is to be paved in 2 weeks' time. The work has been part funded by the Jubilee Celebrations.

- 11.2 Councillor Actions:

11.2.1 Highways Updates:

11.2.1.1: Notice of Wheelers Rise carriageway works: (previously distributed)

MGWSP had issued the Parish Council with a copy of the letter to be circulated to affected residents informing of the proposed carriageway resurfacing works at Wheelers Rise scheduled for early September 2013.

Agreed: To alleviate disruption by advising the School of parking facility at the Reading Room or by the garage at the top of Wheelers Rise.

Action: Cllr Tomlin (contact the School and Police)

11.2.2 Allotments:

11.2.2.1 Report on maintenance of the Wall: Cllrs Robbins and Tomlin had inspected the wall. On 30th July 2013 Cllrs Tomlin and Forbes had met with a supplier of a material to combat the effects of salt erosion and moisture retention. The specification report and cost proposal were awaited.

11.2.3 Health & Safety Review of Parish Sites and Lighting Stock: Progress report:

(Updates previously distributed)

a) Parish Sites: Outstanding issues:

Location	Hazard	Agreed/Action
1. Allotments: 1.1 Plot 2: 1.3 Plot 14: 1.4 Plots 21& 22:	Wooden post-trip Pigsty-injury Dividing path-injury	Remove/Cllr Forbes Dismantle, retain concrete base/Mr Jackman to commence work 12Aug13 Tenants to be asked to widen path/ Cllr Bodley-Scott and Coles
3. Bus Shelter and Stock Steps: 3.1 Roof to the rear 3.2 SW and lower rear sides	Missing shingle None	Check storage in pavilion/ Cllrs Cash & Robbins Purchase wood stain/Cllr Cash
4. Mill Lane Ford: 4.1 Meeting Point Road/Ford	Drop in road levels	3 foot drop remains/Street Doctor
5. Pavements: 5.2 High Street: Track to Allotments near manhole 15 High Street:	Hole - trip Manhole surround - trip	Patch- coincide with micro-asphalt? Anglian Water difficulty locating

Location	Hazard	Agreed/Action
5.3 Wheelers Rise: Approach to garages adj to fence No. 18: Steps by seat	Sunken pavement- trip Condition of edges/rear	Inform SNH/Cllr Tomlin Check, Acquire price for slabs/ Cllrs Tomlin & Robbins
6. Seats:	None	Clean & sand/CEG (Community Enhancement Gang)
7. Portway Pocket Park: 7.1 Boundary 23 Portway Drive/PPP 7.2 Shed area 7.3 Behind car park	Broken fence-injury Wood- fire and theft Fly tipping	Ask owner to replace/Cllr Gelder Advise Friends PPP/Cllr Davies No Action

ii) Lighting Stock: Outstanding issues:

Lamp Number	Agreed/Action
37, Portway Drive	Ask Owner to remove vegetation/Cllr Tomlin
49, Park End	E.ON to replace box cover/the Clerk
55, Park End	Ask Owner to remove ivy/Cllr Tomlin

11.2.4: Emergency Response Plan: To consider recommendations for additional kit:

None.

11.3 Community Engagement:

11.3.1 Affordable Housing: Update on progress:

Agreed: That according to the report from Messrs Gilliver and Wootton progress was encouraging.

11.3.2 Broadband:

11.3.2.1 Tove Valley Broadband: To nominate a representative to attend a meeting on 19th September 2013 in Abthorpe:

Agreed: That Cllr Gelder attends.

Action: the Clerk

11.4 Policies, Plans and Procedures:

11.4.1 To review the Policy, Rules and Agreement for the Allotment Gardens:
(previously distributed)

Cllrs Bodley-Scott, Coles and Forbes had each declared an interest and did not participate in the discussion or decision.

Agreed: To review the Policy document at the next Meeting of the Parish Council to be held 9th September 2013.

Action: Cllr Gelder

11.4.2 Rent Review:

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Robbins:

i) To increase the rent of a full plot to £16.00 per half year and pro rata rounded up for smaller plots

ii) To set the effective date as 1st April 2014.

Action: the Clerk (advise Tenants)

12 Correspondence:

12.1 Northamptonshire Next Generation Strategy: Consultation. Deadline 30th August 2013.

www.superfastnorthamptonshire.net

It was **Noted** that this related specifically to market demand.

12.2 Northamptonshire Highways: Salt Bag Scheme:

Noted.

- 12.3 SNC New Homes Bonus Grants: Information on Community Grants procedure:
(Hard copy in circulation from 12th August 2013)
It was **Noted** that the deadline for bids to the first Grants Panel was 4th September 2013.
Other dates were being set.

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

- 13.1 Hedge at Portway: Reported by Cllr Tomlin to Street Doctor URN 638446
13.2 Hedge at Charlton Top:
Action: Cllr Tomlin (report to Street Doctor)
13.3 Defibrillator: Funding for equipment available, but not for casing to house it.
Action: Cllr Gelder (investigate)

14 To receive items for the next Parish Council Meeting - Monday 9th September 2013:

None.

The Meeting ended at 8.55 p.m.

Signed: _____ Date: 9th September 2013
Chairman