

Croughton Parish Council

Minutes of Croughton Annual Parish Council Meeting Held on Monday 10th May 2010 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Jean Coles
Councillor Ann Perkins
Councillor Lesley Ramsay
Councillor Susan Relf
Councillor Rob Robbins

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To elect the Chairman:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Robbins to elect Cllr Gelder to serve as Chairman of the Parish Council.

A Vote of Thanks was made to Cllr Gelder for her service as Chairman during 2009/2010.

2 To Receive the Chairman's Declaration of Acceptance of Office:

Cllr Gelder signed the Chairman's Declaration of Acceptance of office.

3 To elect the Vice Chairman:

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Coles to elect Cllr Tomlin to serve as Vice Chairman of the Parish Council.

4 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Business Commitment
Cllr Murdoch: Business Commitment
Cllr Ramsay: Late arrival due to Personal Commitment
Cllr Tomlin: Holiday

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Perkins to accept the Apologies of Cllrs Davies, Murdoch, Ramsay and Tomlin and to approve the Reasons for Absence.

5 To invite Declarations of Interest:

None.

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

None.

7 To approve the Minutes of the Meeting held 12th April 2010:

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Robbins to approve the Minutes of the Meeting held 12th April 2010.

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

- 8.1 Clerk's Report: (previously circulated)
1. Update following Meeting held 12th April 2010:
Minute No. 6.1:
- i) Gateridge Farm: Planning permission is not required for a new access that adjoins an unclassified road. A Highways licence would normally be needed.
 - ii) Moles in Cemetery: Professional mole trappers have advised on cost per visit (£35 - £43) and procedure.
- Agreed:** To make enquiries in respect of alternative methods of tackling the problem.
Action: Cllr Robbins (perimeter trench and metal sheet barrier); Cllr Relf (rodenator costs and practicalities)
- Minute 14.4: Defect at 21 High Street: Mr Barry Jones, Senior Project Manager, Netsphere24 has advised that an engineer will inspect the defect when next in the area and report back to the Parish Council.
- Minute 14.5: Parish Enhancement Gang: Requests for tree works have been made to Street Doctor for the attention of the Environmental Team.
2. Other:
- i) Dog Waste Bin at junction of Wheelers Rise/High Street: The Contractor has estimated a £30.00 charge to carry out adjustments to open/shut lid.
Noted.
Action: Cllr Robbins (to assess the extent of and feasibility of the self repairs)
The Contractor is compiling an electronic interactive database of bins to show locations, photographic identification and waste levels.
Noted.
 - ii) Works along Brackley Road (Rowler Estate project): NCC requires a Road Safety Audit prior to technical approval being granted for the scheme. Design of passing bays has been revised. Implementation of the works has been delayed as a result.
 - iii) AF13 Traffic Regulation Order, Croughton Mill: An extension has been granted to 27th September 2010.

Cllr Ramsay entered the Meeting during the next item.

9 Finance Matters:

- 9.1 Receipts & payments and balance of bank accounts:
Barclays Bank: £ 2,256.71 (01.04.10) Standard Life: £15,367.02 (14.03.10)
- 9.2 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102106	A H Contracts	Inv 4712 dog waste bin emptying	£35.25	£5.25
102107	Northants CALC	Membership YE 2011 £156.03 Internal Audit Service YE 2011£140.31 LCR subscription £13.50	£309.84	
102108	Texprep	Inv 17962	£58.80	
102109	Nicholson Nurseries Ltd	Inv 5545 Trees Cemetery	£231.27	£34.45
102110	B Tomlin	Reimbursement Cemetery Inv 570 Preston Bissett Nurseries	£143	
102111	E.ON UK plc	Electricity Bill 4 April 2010	£401.70	£59.83
102112	M Dempsey	Inv 747 grasscutting	£690.00	
102113	Streamline Office Service	Inv 423719 Office chair	£97.32	£14.49
102114	A Le Druillenec	Salary Month 2	£310.15	
102115	HMRC	Tax Month 2	£77.60	
102116	A Le Druillenec	Reimbursement office supplies	£186.69	£27.22
102117	C Murdoch	Reimbursement Refreshments APA		

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Robbins to approve the Payments, with the exception of cheque 102117 in the name of C Murdoch, and to authorise the Clerk to release payment in settlement of invoice 423719 (terms: cash on delivery) to Streamline Office Services upon delivery of the office chair.

- 9.3 To waive payment of Chairman's Allowance of £200 for YE 31.03.10 and to reimburse Cllr Gelder in the sum of £41.60 for Chairman's expenses:

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Ramsay to approve reimbursement to Cllr Gelder in the sum of £41.60 representing Chairman's expenses. (Cheque no. 102118)

- 9.4 To note Receipts:

Date	Payer	Description	Amount
April	Tenants	Allotment Rents	£233.00
01.04.10	Mid Counties Co-Op	Interment fees Plot 685	£75.00
01.04.10	H Walmsley	Advert Newsletter	£32.40
16.04.10	H Miles	Advert Newsletter	£12.00
26.04.10	W J Franklin	Interment fees Plots 278 & 588	£230.00
Additional Receipt			
21.04.10	SNC	Precept first half year instalment	£7,750.00

Noted.

- 9.5 To Receive the Budget Monitoring Report for YE 31st March 2010:
(previously circulated)
Received.
- 9.6 To consider Training needs:
Cllr Gelder: Engaging with Communities: 11th May 2010 at Litchborough
Cllr Perkins: Expressed an interest in attending a similar course in the future.
- 10 To approve the Accounts for YE 31st March 2010:
(previously circulated)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to approve the Accounts for the year ending 31st March 2010.

- 11 To approve the Assets Register for YE 31st March 2010:
(previously circulated)

Further to Minute 8.1 CPC Meeting held 12th April 2010 the Clerk clarified that the value to be entered in the Register is replacement value.

Amendment to Land Register: To alter the date of the acquisition of the Playing Fields from 1925 to 1965.

Additions:

- i) Seat at Portway (replacement value £340) (uninsured)
- ii) Picnic Table at Portway Pocket Park (Replacement value £500) (uninsured)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Perkins to:

- i) amend the date of the acquisition of the Playing Fields to 1965
- ii) include the seat at Portway and the Picnic Table at Portway Pocket Park to the Assets Register and to adjust the total assets value accordingly.

Action: the Clerk (incorporate amendments)

- 12 To consider Insurance for period commencing 1st June 2010:
- 12.1 To compare quotations received: Members considered a paper (previously circulated) tabling a comparison of like for like quotations from the Council's existing Insurance provider with 2 other Insurance providers. A fourth insurance provider had declined to supply a quotation.

One quotation was considerably higher than the others and represented negligible enhanced cover.

Agreed:

i) Not to consider this quotation.

ii) To consider the merits and demerits of the quotations of the existing and other insurance providers.

Cover	Existing Insurance Provider (A)	Other Insurance Provider (B)
Public Liability	£5 million	£10 million
Office Contents	Upper limit not specified	£5,000 upper limit
Excess (Property Damage)	£125.00	£250.00
Fidelity Guarantee	Standard limit £2,000 CPC requires £25,000	Standard limit £100,000
Personal Accident	Standard cover 15-75 yrs	Standard cover 16 - 80 yrs
Admin Fee	£5.00 per change, incl. renewal	None
3 year Agreement	No details	5% reduction

12.2 To approve insurance cover and terms:

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Relf to:

i) contact the existing insurance provider (A) in respect of securing a matched quotation to include Public Liability cover to £10 million

ii) negotiate a 3 year agreement

iii) subject to i) not being achieved to authorise the Clerk to accept the quotation and three year agreement with the other insurance provider (B).

Action: the Clerk

13 To consider replacement of Lighting Column No. 39, Portway Crescent at a cost of £778.00 +vat:
(letter dated 15th April 2010 from E.On Highways Lighting refers)

Agreed:

i) To seek further clarification on the need, in terms of safety issues, to upgrade the lamp column and lantern

ii) To acquire information on grant funding

Action: the Clerk (reason for replacement); Cllr Perkins (grants)

14 Cemetery: To receive a report:

Cllr Robbins reported on the completion of the tree and hedge planting enhancements and of the need to water them.

The Chairman thanked Cllrs Robbins and Tomlin for organising and carrying out the planting.

15 Affordable Housing:

15.1 To comment on the amendment to the proposed mix of housing:
(information previously circulated)

Miss Alice Izzett, Strategic Housing Officer, SNC had advised on the revised proposed tenure split of 7 rental: 2 intermediate (shared ownership) properties and of the replacement of the 4 bed house with a 3 bed house.

The Parish Council was in favour of retaining the 2 bed bungalow in the housing mix.

The Parish Council had the following concerns about the tenure split:

i) It was weighted in favour of rental properties, rather than more evenly balanced and that this might provide less opportunity for local people to settle in Croughton

ii) Whether it reflected genuine local need

iii) Whether the split was flexible and would allow for conversion of some units from rental to shared ownership at a later date

Action: the Clerk (convey concerns to SNC)

15.2 To consider the Local Lettings procedure:
(draft information on Allocations: First and Secondary Local Connection Criteria previously circulated)

Agreed:

i) To recommend a minimum number of 4 years in respect of each of the following First Local Connection Criteria:

- person living in the village of Croughton immediately prior to allocation
- person who had previously lived in the village of Croughton not immediately before allocation
- person who has had close relatives living in the village of Croughton

ii) To support 5 years as the minimum length of time in respect of the Local Connection Criteria for a person who is employed in a permanent capacity, full or part time, within the parish of Croughton

iii) To accept the cascading villages listed in the Secondary Local Connection Criteria

iv) To invite SNC to submit a brief article on the Local Connections to Cllr Gelder for publication in the Parish Newsletter June 2010 issue.

Action: the Clerk (inform Miss Izzett)

16 Planning:

16.1 **Applications:**
None.

16.2 **Notice of Decision**

a) Ref: S/2010/0184/FUL

PERMITTED

Proposal: Five stables, tackroom, separate feed/bedding store and parking facilities

Location: Land to the north of Park End Croughton

b) Ref: S/2010/0257/FUL

PENDING

Proposal: Change of use from agricultural to maintenance business use, improvements to access and hard landscaping

Location: The Old Pump House Blenheim Croughton

Invitation to attend the Meeting of the SNC Development Control Committee on 13th May 2010:

Noted.

16.3 **To note SNC Guidance on Pre Application Service and Permitted Development:**

Noted. (Guidance passed to Cllr Robbins for information)

17 Statutory Matters:

17.1 **Annual Return for YE 31st March 2010:**

17.1.1 To approve and sign Section 1:

(Accounting Statements, Bank Reconciliation and Explanation of Variances previously circulated)

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Gelder to approve and sign Section 1 of the Annual Return for year ending 31st March 2010.

17.1.2 To approve and sign Section 2:

(Annual Governance Statement and Supporting Statements previously circulated)

RESOLVED: It was proposed by Cllr Relf and seconded by Cllr Perkins to approve and sign Section 2 of the Annual Return for year ending 31st March 2010.

17.1.3 To note that the Internal Audit and completion of Section 4 will take place on 13th May 2010:

Noted.

17.1.4 To note arrangements for the exercise of Elector's Rights:

Noted.

17.2 Standing Orders:

17.2.1 To approve recommendations arising from the review of current CPC Standing Orders, adopted 14th April 2009, in conjunction with the NALC model Standing Orders published in February 2010:

Agreed: To defer to the next Ordinary Meeting of the Parish Council to be held on 14th June 2010.

Action: Cllrs Gelder and Perkins, the Clerk (formulate recommendations and circulate prior to Meeting)

18 Annual Parish Assembly: Monday 26th April 2010:

18.1 To note the Minutes of the Annual Parish Assembly 2010:

Noted.

18.2 To consider any matters arising from the Minutes:

To invite the Reading Room Luncheon Club and the PCC to present reports to future Annual Parish Assemblies

18.3 To discuss feedback:

Favourable.

SNC Policy on Windfarms: RAF Croughton had requested that a copy is sent to the Base.

19 Highway Matters

19.1 To consider the recommendations of the Working Party in respect of the acquisition and installation of a VAS device:

Cllr Robbins reported on the investigations of the Working Party.

i) Sites:

The Working Party was in favour of siting one static VAS device at each of the following locations:

a) At the end of the wall at the Parish Pound at Blenheim. Mr Steve Barber, Collision Analysis and Investigation, NCC had advised that a VAS device would need to be sited 80-150 metres from the 30 mph speed limit sign on left hand side of the carriageway approaching Croughton from the Aynho direction between the Telephone Exchange and the cottage near the zig zag sign. The sloe bushes would need to be cut back.

b) At Park End near the Co-Op approaching Croughton from the mini roundabout at Portway on the left hand side grass verge adjacent to the telegraph pole.

ii) Supplier: Dambach UK LTD

iii) Design: 30 mph + Slow Down + 4 corner flashing lights

iv) Cost: £1,676.00 (including posts and cost of installation) + 5 year warranty = £2,300.00

v) Mains Electricity Supply: At Blenheim it would be necessary for MGWSP to install a connection to an electric point on the opposite side of the road. ~~at an estimated cost of £500, subject to confirmation from Mr Barber.~~ The cost would be forwarded by Mr Barber.

Data Collection: Currently Speedwatch volunteers collect data.

Agreed: That it would be useful for VAS devices to have an inbuilt information gathering facility.

Action: the Clerk (contact Dambach UK Ltd)

19.2 NCC proposals to ban parking at the bottom of Wheelers Rise at the side of the School:

No details had been received, only a brief communication from Cllr Sawbridge.

Agreed: That problems were likely to arise if parking at this location were banned.

Action: the Clerk (advise Cllr Sawbridge)

20 Quality Status

- 20.1 To consider issues of time and cost:
The Clerk estimated that 20 hours would be required to compile the portfolio of evidence.
The application fee is £50.00+ vat.
Agreed:
i) That time spent working towards Quality Status would be in addition to the contracted hours of the Clerk.
ii) To bring a recommendation in respect of hours and cost to the next Ordinary Meeting of the Parish Council to be held on 14th June 2010.
- 20.2 To consider how to work towards the achievement of Quality Status:
The Chairman recommended that:
i) the portfolio of evidence relates to the period October 2009 - September 2010
ii) Up to three items of evidence to support the Quality tests are brought to Ordinary Meetings for comments
iii) that evidence for tests 4 and 10 is presented to the Council when available
iv) that a Policy of Community Engagement is presented to the Council at the Ordinary Meeting on 12th July 2010
Action: Chairman and the Clerk

21 Power of Wellbeing:

- 21.1 To receive feedback on the training session held 20th April 2010:
Cllr Gelder reported that eligibility to exercise the Power of Wellbeing expires at the end of a Council's term. With local elections due in May 2011, it was not considered sensible at this stage for the whole Council to embark upon training.

22 Correspondence

- 22.1 To consider items of Correspondence:
22.1.1 SNC draft Climate Change Strategy and Action Plan 2010 -2014
Consultation: Response invited by 29th May 2010 www.southnorthants.gov.uk
The document is in circulation.
Action: Cllr Gelder
22.1.2 High Speed 2: Exceptional Hardship Scheme: Response invited by 20th May 2010 www.dft.gov.uk/consultations/open/2020-18/
No comments.
It was **noted** that households in Croughton had been leafleted with a flyer from the South Northants Action Group against HS2
22.1.3 NCC Local Councils Conference: Invitation for up to 3 delegates to attend at 4.30 - 8.30 p.m. on 16th June 2010, Towcester Racecourse: **Noted.**
- 22.2 To note:
22.2.1 SNC Economic Development Strategy 2010-14 www.southnorthants.gov.uk
To be circulated.
Action: the Clerk
22.2.2 SNC District Guide Commission:
Caroline Murdoch of Redworks PR and Marketing will be producing the Guide and is seeking information for inclusion in the village section.
Noted.
22.2.4 Northants CALC: Incorporation of the Association: Special Meeting 9.45 a.m. on 15th May 2010, Litchborough.
Noted.
- 22.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:
i) SNC Lists of planning applications registered during periods 08.04.10 - 28.04.10
ii) The South Northants 50+ Forum: Open Meeting 19th May 2010
iii) NCC Guide to County Council Services leaflet

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

- i) Blimp Checker
- ii) Rightracks: Mr John Spencer, Casualty Reduction Manager, NCC has written to Cllr Ramsay to thank her for her input as a member of the Forum and to explain the data monitoring and evaluation process that will ensue to 2012.
- iii) Safe and Secure Day: 10 a.m. - 2 p.m. on Saturday 22nd May 2010: Croughton Village Hall. Publicity and volunteers are wanted.

24 To receive items for the next Meeting - Monday 14th June 2010.

The Meeting ended at 10.45 p.m.

Signed: _____ Date: 14th June 2010
Chairman