

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 11th March 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)
Mr Liam Bourne MCIHT, Northamptonshire Highways

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Work Commitment

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

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: 4 Members of the Public were present.

Item 16.1: Safer Routes to School 20 mph zone:

The Chairman introduced Mr Liam Bourne, Scheme Engineer, Northamptonshire Highways.

The Chairman invited Members of the Public to put their concerns to Mr Bourne:

i) Mr Jeremy Preston:

Mr Preston queried the purpose of the 20 mph speed limit, and the creation of a short 30 mph zone between the 20 mph and 40 mph zones, rather than extending the proposed 20 mph zone as far as the 40 mph zone at Park End.

Mr Preston asked for the safety aspects of proposal to be reconsidered as he did not believe them to be sufficiently comprehensive. The proposal excludes the area between the Brackley Road and the mini roundabout beyond the Co-Op.

Mr Preston made the following observations:

i) Vehicles entering the village from the East:

Both the chicane and on road parking on the Co-Op side act as a decelerator, to some extent, but once past the VAS sign at Park End traffic tends to accelerate on the bend.

ii) Vehicles exiting the village from the West:

The opposite effect is true as the VAS sign at Park End does not apply to out going traffic and the on road parking at the Co-Op acts as a right of way and encourages increases in speed.

Mr Bourne responded that the Scheme was designed to create a high safety benefit that would impact on the School. If extended to the whole village the impact on the School would be lost.

It was necessary to have a buffer 30mph zone between the 20 mph and 40 mph zones. Visibility on the bend had been measured and this exceeded the requirements for a 30 mph speed limit.

Mr Bourne advised that the carriageway was classed as a B road with priority for motorists. It was not possible for too many features to be built in.

The Meeting was in favour of the installation of a speed monitoring device to operate for one month with the purpose of collecting data to see whether speeds of outbound vehicles were within the tolerances for the Scheme. The suggested siting of the speed device was between Church Lane and a point opposite the VAS sign at Park End.

Mr Bourne advised that the 85th percentile is measured.

Cllr Tomlin thanked Mr Bourne for his attendance and residents for their input.

The Public Participation ended at 7.50 p.m.

5 To approve the Minutes of Parish Council Meeting held 11th February 2013:
(previously distributed)

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Bennett to Approve the Minutes of the Parish Council Meeting held 11th February 2013.

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

6.1 Clerk's Report: (previously distributed)

6.1.1 Minute No. 6.1:

i) Dog Fouling: Problem area: Wheelers Rise/School area: The Environmental Protection Officer, SNC has replaced out of date signage throughout the village.

ii) Allotments: Tenancy: The advert in the Croughton News generated 2 responses. One name has been put on the Waiting List.

iii) Community 10,000: Can help with one off projects or activity days. Able to deliver basic IT sessions at a purpose equipped venue

iv) Community Speed Watch: The requirement to collect pledges has been removed. The Police will review this aspect during the year. The Clerk has put Croughton forward for inclusion in the scheme. Mrs Lesley Ramsay has been advised of the date of the training session for volunteers (a minimum of 10 needed) - Saturday 16th March 2013- no other details.

Minute No. 7.4: Grasscutting Agreement with NCC: The Agreement has been signed.

Minute No. 13.1.1: Community Enhancement Gang: The removal of the vine at Lamp No 7 has been requested.

Minute No. 11.4: Insurance cover: Allotment wall: This is insured under the All Risks section of the policy. This includes impact damage but excludes damage caused by or consisting of other means such as an existing or hidden defect, gradual deterioration or wear and tear, frost, subsidence, shrinkage, damage caused by the structure's own collapse or cracking.

6.1.2 Other:

i) Astwick Lakes Application Ref: 12/00013/WAS: Proposed landscaping scheme: The Case Officer has been informed that the Parish Council did not wish to make any comments. The Planning Authority had authorised Graham Churchill to go ahead with some site clearance at the end of February 2013, prior to getting formal discharge of all the planning conditions due to the ecological calendar restricting such works between March and September.

ii) Superfast Broadband: Croughton is classed as a 'white' area and will be included in the intervention area. NCC has acquired £8.16 million funding for the county wide project. For further information please visit www.superfastnorthamptonshire.net

7 Finance Matters:

- 7.1 Receipts & payments and balance of bank accounts 04.03.13:
Barclays: Community Account: £513.39; Business Direct Access: £18,058.46
- 7.2 To Approve a one-off payment in the sum of £200 to the Clerk:
(Minute No. 16 CPC 11th February 2013 refers)

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Gelder to Approve a one-off Payment in the sum of £200 to the Clerk.

- 7.3 To Approve the Payments:

| Cheque No | Payee | Description | Total | vat |
|-----------|--------------------------|---|---------|-------|
| 102391 | A H Contracts | Inv. 6621 dog waste bin emptying | £24.00 | £4.00 |
| 102392 | Texprep | Inv. 19952 newsletter | £66.80 | |
| 102393 | Anglian Water | Period of charge: August12-February13 Cemetery £30.43 Allotments £28.47 | £58.90 | |
| 102394 | CPF&VH | Inv. 001014 Room Rent second half year | £500.00 | |
| 102395 | Information Commissioner | Data Registration Renewal | £35.00 | |
| 102396 | A Le Druillenec | Salary Month 12 Month 12 £315.95 One-Off payment £160.00 | £475.95 | |
| 102397 | HMRC | Tax Month 12 Month 12 £71.80 One-Off payment £40.00 | £111.80 | |
| 102398 | A Le Druillenec | Office supplies | £46.68 | £5.35 |

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to Approve the Payments.

- 7.4 To note Receipts:

| Date | Payee | Description | Amount |
|----------|-----------|------------------------|--------|
| 18.02.13 | L Rickett | Allotment Rent Plot 19 | £13.20 |
| 01.03.13 | Y Tapping | Advert | £8.00 |

Noted.

8 Planning:**8.1 Applications:**

8.1.1 No. S/2013/0145/FUL

Proposal: Erection of an aerial mast adjacent to Building 4
Location: Building 4 Defence Estates RAF Croughton

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Cash to make No Comments.

8.1.2 No. S/2013/0152/FUL

Proposal: Agricultural building for storage
Location: Gateridge Farm Croughton

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Cash to make No Comments.

8.1.3 No. S/2013/0204/LDP

FOR INFORMATION ONLY

Proposal: Certificate of lawfulness for a proposed rear roof extension and window to side
Location: 4 Portway Drive, Croughton NN13 5NA

Noted.

8.2 Notice of Decision:

8.2.1 No. S/2012/0175/FUL PERMITTED

Proposal: Erection of 9 affordable homes including new adopted roadway, new rear service road to Townend Farm and associated services

Location: Land off Brackley Road, Croughton

According to the Officer's Report: 'The LHA has advised that there does not appear to be room on the western side of Brackley Road to construct a footway. There is probably room on the eastern side but the costs would be significant to construct approx. 200m of footway and a significant contribution could not be justified from such a small development. It is very unlikely that the County Council would fund any shortfall.'

Noted.**9 Local Plan:**9.1 To Note the procedure outlined by the Lead Officer, SNC for Little Brook Ward:
(Information previously distributed)

Mr Michael Warren, Lead Officer had advised in detail on the Stages of the Preparation of the SNC Settlements and Development Management Local Plan.

Stage 1: Issues Paper: (Current) Key elements of Local Plan to 2026 including:

- i) Rural settlement hierarchy
- ii) Village confines
- iii) Housing provision
- iv) Support for rural economy, green spaces
- v) Protection of the natural, built and historic environment.

Following Cabinet consideration of the Issues paper on 15 April 2013 there will be public consultation and an examination of the responses.

Parish Councils will be encouraged to respond to the Issues Paper in May 2013 in order to prepare for the next stage.

Stage 2: Options Winter 2013

Stage 3: Submission: Summer 2013

Stage 4: Adoption: Spring 2015

Noted.

9.2 To consider next steps:

To encourage interest and additional comments from residents through the Croughton News.

Action: Cllr Bodley-Scott**10 Training:**

10.1 To consider Training needs:

Cllr Forbes: Off to a Flying Start: Date of next training session: 18th May 2013**Action:** the Clerk (booking)10.1.1 CPRE Planning Road Show: 1st May 2012 Great Houghton: No further details.10.2 To receive a report on training in the Code of Conduct: Workshop held 27th February 2013. Attended by the Clerk. Case Studies based on actual events concerning Behaviour and Interests were examined.**11 Allotments:**

11.1 To consider a quotation for rebuilding of the pigsty at Plot No. 1:

i) Safety concerns: 3 walls of the pigsty remained standing. The roof had collapsed.

ii) Cost to repair: £70.00 (£50 sand; £20 cement; labour provided at nil cost)

The Parish Council **Noted** the cost of materials.

iii) Options:

Either: Restore to safe condition

Or: Demolish.

Agreed: To inspect the pigsty at Plot 1 and recommend action.**Action:** Cllrs Bodley-Scott, Coles and Robbins

11.2 To review the rent for Plot No. 1:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett that with immediate effect:i) The rent for Plot 1 shall be in line with that of a full size plot, currently at £13.20 per half year, rising to £13.60 per half year on 1st April 2013

ii) The presence or absence of a pigsty on Plot 1 shall have no bearing on the rent.

12 Action Plan 2012/2013:

12.1 Councillor Representative and Warden Updates:

12.1.1 All Saints School: Cllr Davies: (Head Teacher invited to report to APA) **No Report.**

12.1.2 Neighbourhood Watch: Cllr Coles:

A team of people representing areas of the village keep in contact by telephone and discuss matters brought to their attention by the Police and elsewhere.

12.1.2.1 Welcoming new residents:

Agreed: To send out CPC Welcome Letters to new residents based on information from NW Team and monthly updates to Electoral Register.**Action:** the Clerk (Welcome Letter)

12.1.3 Police Liaison: Cllr Coles:

Ongoing meetings with Police.

12.1.4 Pools Allotment: Cllr Tomlin: To review the procedural cycle for the appointment of Trustees:

It was **Noted** that:

i) The current arrangements for appointing Trustees did not allow for continuity.

ii) There was a risk of losing experience and expertise in one fell swoop.

iii) One of the Trustees had indicated his wish not to stand for re-appointment.

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

i) To appoint one Trustee annually at the Annual Parish Council Meeting in May

ii) That the term of office is 4 years from the date of the appointment

ii) To seek nominations to fill one Trustee place via the April 2013 issue of the Croughton News.

Action: the Clerk

12.2 Councillor Actions:

12.2.1 Website update: Cllr Davies (written report submitted in advance)

No costs were known but the Council was in favour in principle of carrying out the following updates in May:

i) Upgrade the version of the foundation software to improve operation and speed, with addition of new facilities

ii) Include a calendar module

iii) Include a discussion forum module

iv) Include the software necessary to create an email cascade facility

v) Change the hosting arrangements from June 2013.

Action: Cllr Davies (costs)

12.3 Community Engagement:

12.3.1 Affordable Housing Development: Update:

Planning permission **GRANTED.** (Minute No. 8.2 CPC 11th March 2013 refers)

Land purchase to be completed at the end of the week.

Tenders for the build contract were being sought.

12.4 Policies, Plans and Procedures

12.4.1 Internal Audit report dated 7th February 2013: To Note the Report and consider any matters arising: (previously distributed)

The Interim Internal Audit Report was **Noted**.

There were No recommended actions arising from the Report.

12.4.2 To Approve the Action Plan for 2013/2014: (previously distributed)

Agreed: To select issues generated from the information gathering process for the Local Plan and include these in the Action Plan.

Action: Working Party (Cllrs Bennett, Bodley-Scott and Gelder)

13 Motion to exclude Members of the Public and the Press from the next item on the Agenda:

No Members of the Public or the Press were present.

14 Consideration of Tenders and Appointment of Contractor for Grasscutting Services 2013:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to offer the contract for Grasscutting Services to Contractor A.

15 Motion to Re-open the Meeting to Members of the Public and the Press:

No Members of the Public and the Press entered the Meeting.

16 Highway Matters:

16.1 Safer Routes to School 20 mph zone:

16.1.1 Site Meeting held 19th February 2013: Report:

Attended by Cllrs Tomlin, Bodley-Scott, Cash and Robbins, and Mr Liam Bourne, MGWSP. Some residents were also present.

Concerns raised:

- i) Proposed build out on the bend near Church End
- ii) Limited extent of the Scheme
- iii) Road markings

16.1.2 To consider a revised proposal: (Discussed under Public Participation)

Revisions:

- i) Removal of build out
- ii) Minimal extension of the 20 mph zone at both ends
- ii) Removal of road markings

The Parish Council welcomed the revisions made to the original Scheme and was in favour of the collection of speed data by means of a temporary speed monitoring device at the eastern end of the proposed zone.

Agreed: To support the revised Safer Routes to School 20 mph zone.

16.2 Restricted Parking proposal at Park End: Update:

16.2.1 Annual Waiting Restriction Review 2012-2013 South Northants District Ref: SN10: Mr Jim Whiting, Senior Traffic Engineer, Northamptonshire Highways has advised that the proposal for Park End will be included as a proposal for the public notice stage of the consultation process. This will be done after the County Council elections in May 2013.

16.2.2 Bus Layby, Park End: Mrs Helen Howard, Community Liaison Officer (SNC & WBC), Northamptonshire Highways has advised that the proposal to install bus stop markings plus sign, bus timetable and possible bus stop restriction will be included in the 2013/2014 budget for small works. **Note:** The level of budget is not yet known and so it is not possible to be definite on the likelihood of the work proceeding.

- 16.3 Carriageway works: Update:
MGWSP are expected to commence carriageway patching and resurfacing works along the High Street between 26th and 28th March 2013 at off peak times. A temporary lifting of the 7.5t weight restriction is required to allow vehicles required for the works to enter the location.
- Noted.**
- 17 Annual Parish Assembly: 8th April 2013:**
- 17.1 To review the draft Annual Parish Council Report: **Noted.**
- 17.1.1 Copy of Interim Summary Receipts and Payments Account for YE 31st March 2013: (previously distributed)
Noted.
- 18 Correspondence:**
- 18.1 To Consider:
- 18.1.1 NAYC: Youth Activators Project: To consider support:
Agreed: To endorse the funding bid by returning a letter of support.
Action: the Clerk
- 18.2 For Information: **None.**
- 19 Any Other Business: For Information and at the discretion of the Chairman:**
- 19.1 Gateridge Paddocks: Environmental impact of waste spreading and deliveries by HGVs: Concerns raised by resident. The Chairman had investigated the matter and was satisfied that all was in order. The Chairman had been assured that the grass verges will be reinstated once the operation had been completed.
- 19.2 Village Networks: Visit 20th February 2013 Croughton Village Hall: Cllr Gelder reported on the event. It offered a variety of information and advice but had been poorly attended.
- 20 To receive items for the next Parish Council Meeting - Monday 15th April 2013:**
- i) Allotment Wall

The Meeting ended at 9.25 p.m.

Signed: _____ Date: 15th April 2013
Chairman