

## Croughton Parish Council



### Minutes of Croughton Parish Council Meeting Held on Monday 9<sup>th</sup> January 2012 at 7.30 p.m. in Croughton Village Hall

**Present:**

Councillor Pamela Gelder - Chairman  
Councillor Margaret Bennett  
Councillor Jean Coles  
Councillor Trevor Davies  
Councillor Rob Robbins  
Councillor Brian Tomlin

**Absent:** Councillor Fran Bodley-Scott  
Councillor Rodney Cash  
Councillor Lesley Ramsay

**In Attendance:** Mrs Ann Le Druillenec (Clerk)

**1 To Receive Apologies and Approve the Reasons for Absence:**

Apologies received from: Cllrs Bodley-Scott and Ramsay  
Reason: Attendance as representatives of Croughton Parish Council at Neighbourhood Planning Meeting hosted by SNC from 6 p.m. - 8 p.m. on 9<sup>th</sup> January 2012.

**RESOLVED:** It was proposed by Cllr Bennett and seconded by Cllr Coles to approve the reason for absence submitted by Cllrs Bodley-Scott and Ramsay.

**2 To invite Declarations of Interest:**

None.

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

Mr Simon Masey: Items 9.1 and 9.2: Budget and Precept 2012/2013:

Mr Masey had read in the Newsletter of the target 3% increase and asked, in view of rising living costs, whether the Council had considered making savings, e.g. switching off a proportion of the street lights.

The Chairman advised that the Council was cognisant of the current economic climate but that funds were needed in order to provide improvements. The Council had identified expenditure on the allotment wall as critical. The Lighting Contractor had also recommended replacement of some street lights. The Council would need to draw on its reserves in 2012/2013 to meet its budget requirements, which were also funded by sponsorship of the Newsletter and renegotiation of existing contracts.

The Vice Chairman explained that principal Councils were subject to different pressures and political issues which encouraged a nil increase in their budgets. The Parish Council hoped to provide value for money.

Croughton Parish Council would consider the introduction of Participatory Budgeting for 2013/2014.

**4 To approve the Minutes of the Meeting held 12<sup>th</sup> December 2011:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to approve the Minutes of the Meeting held 12<sup>th</sup> December 2011.

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**5 Matters Arising from item 4 not on the Agenda: For Information:****5.1 Clerk's Report:** (verbal)

Minute 5.1: Lamp Column No.41: email of thanks from Resident, on behalf of the residents living in Portway Crescent.

Minute 5.1: Little Brook Ward Meeting: 16<sup>th</sup> January 2012 at Evenley: Agenda issued.

**2. Other:**

i) Portaloo to the rear of the Reading Room: Mr Stephen Jones, Project Surveyor, SNH has the matter in hand.

**Noted.**

**6 Finance Matters:****6.1 Receipts & payments and balance of bank accounts:**

Barclays Bank: £297.34 (03.12.12) Standard Life: £17,469.24 (03.01.12)

**6.2 To Ratify and Approve the Payments:**

Cheque No	Payee	Description	Total	vat	Note
102284	CJM Fencing Ltd	Inv 200266 slabs GdnofRem	£340.00	£56.67	To Ratify
102286	A H Contracts	Inv 5884 dog waste bin emptying	£36.00	£6.00	
102287	Texprep	Inv 19212 Newsletter	£66.80		
102288	E.ON	Inv 025249 Lighting Maintenance	£246.73	£41.12	
102289	A Le Druillenec	Salary Month 10	£310.15		
102290	HMRC	Tax Month 10	£77.60		
DD	BT plc	Telephony bill Q01101	£203.41	£33.90	

**6.3 To note Receipts:**

Date	Payer	Description	Amount
Dec 2011	Tenants	Allotment Plots 8 and 4B	£18.00
21.12.11	J & M Humphris	Newsletter Advert Jan-Mar2012	£24.00
Jan 2012	Tenant	Allotment Plot 4A	£6.00

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

**6.4 Dog Waste Services Agreement: To consider option to extend the current Agreement at a fixed cost of £2.50 per bin per empty to 31st March 2020:**

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to extend the existing fixed term Agreement upon its termination (31<sup>st</sup> December 2012) for a period of 3 years with the option to extend.

**Action:** the Clerk

**7 Planning:****7.1 Applications:**

7.1.1 Ref: S/2011/1579/FUL

Proposal: Wrought iron style railings across the frontage with pedestrian access and automatic bi-fold drive gates

Location: The Old Chapel, 23 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=66034>

The Parish Council recognised that changes had been made to accommodate former concerns.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Tomlin to OBJECT on the grounds of pedestrian safety and aesthetic appearance.

1. Pedestrian Safety: The lack of a highway visibility splay is a serious safety issue. Drivers exiting the property will have less visibility than exists at present once the railings are in place, thus making it dangerous for pedestrians. This location is the

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most critical point in the village in respect of the large number of pedestrians that are out and about generally but also at particular times of the day. Drivers travelling along the High Street in both directions are sometimes tempted to race towards the give way section adjacent to The Old Chapel to avoid having to give priority to oncoming vehicles. Drivers exiting the property require good visibility in order to move out safely.

2. Aesthetic Appearance: The proposed 5 foot high railings are considered aesthetically detrimental. The proposed railings are higher than the wall they would adjoin. The Artist's impression does not coincide with the proposed height.

## 7.2 Decision:

7.2.1 Ref: S/2011/1390/FUL

PERMITTED

Proposal: Single storey rear extension including roof lantern and the replacement of an existing corrugated roof with flat roof to match existing lounge extension

Location: 37 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65819>

## 7.3 Consultation on Neighbourhood Planning Regulations:

7.3.1 To ratify the response of Croughton Parish Council submitted in accordance with Minute No. 7.3 of the CPC Meeting held 12<sup>th</sup> December 2011:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to Ratify the response.

7.3.2 To Note the response of NALC dated December 2011: (previously circulated)

**Noted.**

## 8 Training:

8.1 To consider training needs:

Information on Neighbourhood Planning is awaited.

The Clerk will attend the Insurance Workshop on 25<sup>th</sup> January 2012. (no cost to CPC) **Noted.**

## 9 Statutory Matters: (Action Plan Objective)

9.1 To set a Budget for 2012-2013:

(Recommended Payments Sheet for 2012/2013 and Notes; Recommended Receipts sheet for 2012/2013; and Recommended Reserves 2012/2013 - previously distributed)

Payments			
Amount	Item	Adjustments 12 <sup>th</sup> December 2011	Recommended 9 <sup>th</sup> January 2012
£3,000	Allotment Wall		£3,500
£300	Website	£100	£100 <sup>1</sup>
£250	Neighbourhood Planning		£250
£200	Emergency Plan		£100
£100	Election costs	Nil	Nil
£100	Exclusive Rights of Burial ledger	Information Board at Cemetery £200	Nil
£300	Defibrillator kit		£300
£3,000	Additional Street Lighting		£1,450
£2,000	Parking Spaces	£500	£500
£150	Dog Waste Bin		Nil

<sup>1</sup> In order to effect recommended website developments in the current financial year it was recommended to vire £200 Chairman's Allowance 2011/2012 to Website Budget Category.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to adopt the Recommendation.

**Action:** the Clerk

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Robbins to approve a Budget in the sum of £24,450 for the year 2012-2013.

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**Agreed:**

i) To use £4,840 of Reserves<sup>2</sup> to service the Budget comprising:

£2,000 Allotment Wall

£1,400 Additional Street Lighting

£290 Training

£850 Newsletter

£300 Defibrillator

ii) That provision of parking spaces was a long term objective, one component of a notional plan.

<sup>2</sup> Reserves:

Recommendation A: To draw on Speed Sign designated funds (£927) for VAS data collection and analysis:

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Bennett to adopt Recommendation A.

Recommendation B: Proposed by Cllr Davies, seconded by Cllr Bennett

B.1. To create a new category of designated funds entitled Safety Related Community Issues

B.2. To vire £2,250 Highways designated funds to Safety Related Community Issues

B.3. To earmark £1,000 of Safety Related Community Issues designated funds for Defibrillator project.

Amendment: Remove Recommendation part B.3: Proposed by Cllr Tomlin, seconded by Cllr Coles.

Voting was in favour of the Amendment.

**RESOLVED:** To adopt Recommendation parts B.1. and B.2.

9.2 To set the Precept for 2012-2013:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Coles to set a Precept in the sum of £16,661 for the year 2012-2013.

**Note:** This is an increase of £448 or 2.75% over the Precept for 2011-2012.

**Action:** the Clerk (Notify SNC of Parish Precept Requirement for 2012-2013)

9.3 To approve the Financial Risk Assessment 2011/2012: (previously distributed)

The document had been reworded at point 9 Reserves Street Lighting. (Minute 9.2 CPC Meeting 12<sup>th</sup> December 2011 refers)

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the Financial Risk Assessment 2011/2012.

9.4 To consider recommendations arising from the review of Financial Regulations:

**Agreed:**

i) Remove Financial Regulation 1.5. Reason: The annual review of the effectiveness of the system of internal controls is no longer a statutory requirement.

ii) To re-word Financial Regulation 14.3 in favour of a more holistic asset management inspection.

**Action:** Cllr Bennett (make agreed changes to the document for approval at next Ordinary Meeting of the Parish Council to be held 13<sup>th</sup> February 2012); the Clerk (Agenda item)

**10 Action Plan 2011/2012:**

10.1 To approve the inclusion of The Localism Act 2011 Objective: (previously distributed)

**Agreed:** To record and date as a separate Additional Objective on the Action Plan.

**Action:** the Clerk (amend document)

10.2 To review the effectiveness of the system of internal controls: (paper previously distributed)

**Note:** The date of the Internal Audit for YE 31<sup>st</sup> March 2012 is 31<sup>st</sup> January 2012.

**Agreed:** There were no issues arising. The Parish Council was satisfied that effective control systems were in place.

- 10.3 To consider a policy on Charitable Giving:  
Members discussed various aspects of making donations including:  
i) the concept of wellbeing  
ii) distinctions between charitable and community benefit  
iii) ability to make objective discretionary judgements on worthiness of donations  
iv) qualifying criteria  
Members were in favour of the Parish Council being open to considering projects identifying a need which would lead to enhanced community benefit  
**Agreed:** To write a Statement, rather than draft a Policy  
**Action:** Cllrs Bennett, Davies and Gelder (Statement)
- 11 Community Engagement Strategy:** (Action Plan Objective)
- 11.1 To review the Strategy:  
The Working Group had met and was formulating comments for incorporation in the revised document.  
**Agreed:** The revised draft document will be completed and circulated to Members for discussion at the next Ordinary Meeting of the Parish Council to be held on 13<sup>th</sup> February 2012.  
**Action:** Working Party (revisions to Strategy); the Clerk (Agenda item)
- 12 Affordable Housing:** (Action Plan Objective)
- 12.1 Update: Miss Alice Izzett, Strategic Housing Officer, SNC had advised that the funding situation had not yet been resolved and this was delaying submission of an application for a development on Brackley Road.  
  
**Noted.**
- 13 Parking Issues at the Allotments:**
- 13.1 Update:  
13.1.1 Damage to Wall and No Parking sign: Cllr Tomlin spoke to this item: Occurred 16<sup>th</sup> December 2011. The driver of the vehicle involved has rebuilt the wall as a dry stone structure. Cement and sand were required to make the wall more stable.  
**Agreed:** To ask for the wall to be re-done to the Parish Council's satisfaction.  
**Action:** the Clerk  
13.2.1 Allotment Plot No. 27: Cllr Tomlin reported on the current situation in respect of the Allotment Tenancy Agreement.  
**Agreed:**  
i) That the current Allotment Tenancy Agreement in respect of Plot 27 shall end in March 2012 for re-issue in favour of the person who currently works the Allotment  
ii) To incorporate into the re-issued Agreement a stipulation in respect of permission to use the parking facility on Plot No. 27.  
**Action:** the Clerk (advise current Tenant and successor of changes to Tenancy Agreement in respect of Plot 27)
- 14 Highway Matters:**
- 14.1 NCC/MGWSP: To complete the Parish Satisfaction Questionnaire 2011:  
**Agreed:** That the parish had received a reasonable service, attention having been given to potholes and gulleys. Satisfied with Street Doctor service but work on bridge along B4031 between Aynho and Blenheim had not yet been carried out.  
**Action:** Cllr Tomlin (complete Questionnaire)  
14.1.1. Crowning of Carriageway at 18-20 Mill Lane:  
**Action:** Cllr Tomlin (report to Street Doctor)

**15 Correspondence:**

## 15.1 To Consider:

15.1.1 NCC draft Revenue Budget 2012/013 and Medium Term Financial Plan 2012/13 - 2015/16: <http://www.northamptonshire.gov.uk/thelocaldeal>

**Agreed:** That value for money was of greater significance than being the County Council with the lowest council tax.

## 15.2 For Information:

15.2.1 Funding for PCSOs: Letter dated 4<sup>th</sup> January 2012 from Inspector Alex Terry, South Northants Sector Commander, Northamptonshire Police: (distributed subsequent to publication of Agenda)

**Agreed:** To express concern over the potential budget cuts to the PCSO budget

**Action:** the Clerk (write to Andrea Leadsom, MP and Inspector Terry)

## 15.3 Documents to View:

i) CPRE/NALC: Planning Explained

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

No Members of the Public and the Press were present.

*The Clerk withdrew from the Meeting.*

**17 Staffing Matters: Annual Performance Review of the Clerk:** (previously distributed)

The Chairman obtained input from Members of the Council and undertook the Annual Review of the Clerk with her on 14<sup>th</sup> December 2011. The Chairman subsequently circulated the completed report to Members of the Council.

**Action:** The Croughton Parish Council wished to place on record its official vote of thanks to the Clerk for her excellent work during the year.

**18 Motion to admit Members of the Public and the Press to the Meeting:**

*The Clerk re-entered the Meeting.*

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

19.1 SNC Job Clubs: (Invitation to Mr Greg Ward, Economic Development Officer, SNC to attend this Meeting to speak about the Job Clubs and Job Match Service had been declined due to previous engagement)

**Agreed:**

i) To express interest in holding one Job Club/Job Match Service session in Croughton

ii) Timetable permitting to advertise the event in the February 2012 Newsletter

iii) Raise topic at Little Brook Ward Meeting to be held on 16<sup>th</sup> January 2012.

**Action:** the Clerk

19.2 Police Visit to Croughton All Saints CE Primary School

19.3 Carriageway Resurfacing in 2012: Confirmation requested.

**Action:** the Clerk (contact NCC/MGWSP Highways)

**20 To receive items for the next Parish Council Meeting - Monday 13<sup>th</sup> February 2012:**

**None.**

The Meeting ended at 9.25 p.m.

Signed: \_\_\_\_\_ Date: 13<sup>th</sup> February 2012

Chairman

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