

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 14th December 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rodger James

Absent: Councillor Chris Fox
Councillor Mike Tadman

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014:
No Members of the Public were present.
The Chairman did not read out the Announcement.

SNC Public Notice and was on display.
Information entitled 'Filming, recording and use of social media at Council meetings' was available to members of the public attending the meeting.

- 2 To Receive Apologies and Approve the Reasons for Absence:**

Cllr Tadman: Business Commitment

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

- 3 To Receive Requests for Dispensations:**

None.

- 4 To invite Declarations of Interest:**

None.

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

None.

- 6 To Approve the Minutes of the Parish Council Meeting held 9th November 2015:**
(previously distributed)

RESOLVED: It was proposed by Cllr James and seconded by Cllr Coles to Approve the Minutes of the Parish Council Meeting held 9th November 2015.

7 Matters Arising from item 6 not on the Agenda: For Information:**7.1 Clerk's Report:** (previously distributed)

Minute No. 7.1:

Transparency Fund: The application had been approved and the sum of £659.00 had been awarded and received by the Parish Council.

Invitation to the Northants Police & Crime Commissioner: Mr Simmonds is unable to come out to individual parishes and is instead offering parish representatives the opportunity to meet with him on 11th January 2016 at Wootton Hall, Northampton.

Community Speedwatch: The Parish Council's request for more details of the scheme for 2016 was taken as an expression of interest in the scheme and an offer to take part followed.

Items 10 and 11: Agreements for Mowing and Dog Waste Services: Both Agreements had been entered into.

Item 15.2.2iii): Parking Provision: The problems were also brought to the attention of Create Childcare.

2. Other:

i) Lighting Faults: These are being followed up with the Contractor.

ii) Croughton Film Society: The Hon. Treasurer has gratefully acknowledged the £50.00 grant from the Parish Council in contribution towards the black out blinds.

iii) Request for footpath on Brackley Road: The occupier of 29 Brackley Road has expressed concern over the speed that vehicles travel along Brackley Road and the dangers this can pose for pedestrians particularly as the footpath ends abruptly a few metres from the beginning of the Brackley Road at the Park End junction. The Clerk advised the resident of the background to the Parish Council's attempts to achieve the construction of a footpath along Brackley Road and that drainage costs had put the scheme out of reach.

iv) Road Closure: Charlton Road, Blenheim to Ash Tree Lodge: From 9.15 a.m. - 3.30 p.m. on 18th December 2015.

iv) Visit to ERF, Ardley: Cllrs Tomlin and James expressed an interest in visiting the facility but it has not been possible to contact Mr Andrew Turner of Viridor to finalise any arrangements.

vii) Parkwood Leisure, Freedom of Information request in respect of leisure and cultural services provided by Croughton Parish Council:

Agreed:

i) To advise that the Parish Council was responsible for Portway Pocket Park

ii) To advise Parkwood Leisure that the Asset Register was published on the website.

Action: the Clerk

8 Finance Matters:**8.1 Receipts & payments and balance of bank accounts:**

Barclays Bank: £1,632.44 (30.11.15) Business Direct: £26,666.21 (30.11.15)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102661	A H Contracts	Inv. 8339 dog waste bin emptying	£24.00	£4.00
102662	Texprep	Inv.21755 newsletter	£66.30	
102663	CPF&VH	Room Rent (half year)	£500.00	
102664	SLCC	2016 Membership	£52.00	
102665	A Le Druillenec	Salary Month 9	£320.22	
102666	HMRC	Tax Month 9	£80.00	
102667	A Le Druillenec	Reimbursement: Telephone £26.01; Postage £1.90 Anglian Water: Allotments £52.69; Cemetery £15.54 1&1 Web Hosting Inv. 203006782165 £25.16	£121.30	£8.52

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

8.2.1 Additional Payment: E.ON. £247.24
 Inv. No. 060991 Lighting Maintenance for quarter ending December 2015.
Agreed: To defer payment pending resolution of long standing fault repairs.
Action: the Clerk (take up the matter with the Lighting Contractor)

8.3 To Authorise the Clerk to set up a Direct Debit facility with Anglian Water:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to Authorise the Clerk to set up a Direct Debit facility with Anglian Water.
Action: the Clerk

8.4 To Note Receipts:

Date	Payer	Description	Amount
Nov. 2015	Tenants	Allotment Rent	£71.00
03.11.15	HMRC	VAT refund	£430.43
25.11.15	NorthantsCALC	Transparency Fund	£659.00

Noted.

9 Planning:

9.1 **Applications: None.**

9.2 **Decisions: None.**

9.3 NCC Minerals and Waste Local Plan Update - Draft Plan for Consultation: To consider comments: (Information previously distributed)

Noted with no comments.

10 Casual Vacancy: To consider nominations to fill one Casual Vacancy by co-option:

No nominations had been received.

11 Training: To consider training needs and to receive reports:

11.1 South Northants Voluntary and Community Sector Forum: 14th January 2016 in Towcester: Presentation on The Community Infrastructure Levy (CIL) by Mr Michael Warren, Principal Planning Policy Officer, SNC.

11.2 Off to a Flying Start: 14th December 2015: Cllr James reported that the course had been very informative and beneficial to his understanding of Council business and roles.

12 Action Plan 2015/2016:

12.1 Councillor, Representative and Warden Updates:

12.1.1 Highways: Cllr Tomlin: Site Meeting held 27th November 2015 re. bollards outside Nos. 54 - 61 High Street: Mrs Helen Howard, Community Liaison Officer, Northants Highways (South Northamptonshire) has agreed to budget (financial year 2016-2017) for the installation of 4 kerbside bollards (50mm back from kerb).

12.2 Councillor Actions:

12.2.1 Allotments: To consider the creation of half plots: The Clerk reported on the current situation in respect of tenancy changes since 1st October 2015. Two plots were without tenants.

Agreed:

i) To place a Notice in the Newsletter inviting expressions of interest from prospective tenants.

ii) To create half plots from Plots 4 and 11 according to demand.

Action: the Clerk

12.2.2 Website: To consider next steps:

i) Transparency Fund Award: The sum of £659.00 had been received.

ii) Next Steps:

Members were in favour of proceeding with 2Commune at a Year 1 cost of £1,050 + vat. Funding would be possible using the Transparency Fund Award of £659.00, designated website reserves in the sum of £311, and unspent Budget for 2015/2016.

Cllr Davies was interested to attend training and to take on the role of helping to set up the New site.

Agreed: To continue with the existing site and to involve the Webmaster in developing a bespoke Parish Council site that would meet the needs of the village.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to Accept the Proposal from 2 Commune for website set up and training (£650 + vat) and website hosting support and annual licence (£400+ vat).

Action: the Clerk

12.2.3 Cemetery: To consider tree/hedge works: Cllr Tomlin reported on a recent site visit.

i) The Contractor for Grass Cutting had yet to cut the hedge.

ii) Deep ruts had been left in the ground, possibly by the Memorial Mason. Mr Robbins is to follow this up.

iii) It was recommended that the Parish Council carries out tree works requiring an estimated 2-3 days' work and installs an Information Board at the gate.

Action: Cllr Tomlin (acquire an estimate for carrying out tree works)

Cllr James also reported on the deep ruts that had appeared in the verge by the Co-Op and in the verge along the Brackley Road.

Noted.

12.3 Community Action:

12.3.1 Parking shortage: To Note response from School and Create Childcare re. parking on Pavements: (previously distributed)

The efforts of the School and Create Childcare to address the problem with parents were **Noted.**

The School had subsequently erected a banner on the gates.

Agreed: To refer any parking issues directly related to families connected with the Base to Mrs Jenny Collyer, 422 ABG Community Relations Adviser, RAF Croughton.

Action: Cllr Gelder

12.3.2 Affordable Housing development, Brackley Road: Update: Cllr Tomlin reported on:

i) Legal Agreement to settle boundary issues: The boundary is to be brought nearer to the dwellings. The hawthorn hedge is to be reinstated along the boundary. The grass to the left hand side of the entrance is to be turfed and tidied up.

ii) Drain: Thames Water had used a small cutter whose progress in the direction of the Co-Op had been obstructed by roots. Thames Water was reluctant to dig up the road and had placed an order to carry out another cut. There had been some slight relief but the drain was not working at full bore.

iii) Collection of water in the gardens of the development: Photos taken by one of the residents of the standing water on the field side of the gardens had been brought to the attention of the Chairman who had passed them on to the landowner, the Rural Housing Association and Orbit Homes.

12.3.3 Gigaclear: Update: Cllr Tomlin reported that construction was almost completed and for the most part, the network had gone live.

Cllr Tomlin is making arrangements to walk round the village with the Inspector on his site visit to check the finish on the ground. Councillors would be welcome to accompany them.

12.4 Policies, Plans and Procedures:

12.4.1 Publication Scheme: To review: (previously distributed)

Since the previous review in March 2015 the model scheme had been altered to include an additional section in Class 5 - 'Our Policies and Procedures'.

Agreed: To modify Class 5 in line with the model scheme in the Publication Scheme for Croughton Parish Council.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr James to Adopt the Publication Scheme with agreed modifications.

Action: the Clerk

12.4.2 Action Plan 2016/2017: To consider proposals:

Agreed: To retain the activities in Section 2, Councillor Actions but alter the issues to include:

- i) Instalment of Road Safety Bollards at 54 - 61 High Street
- ii) Address speed of traffic with the Police and Crime Commissioner for Northamptonshire
- iii) Set out a timescale for the Parish Council website.

12.4.3 Budget 2016/17: To draft:

(draft Budget; Level of Reserves to 30th November 2015 previously distributed)

The Council considered a draft Payments Budget for 2016/2017 totalling £23,431.

Observations were made on the draft budget for the following categories:

Category 2.3: Cemetery refurbishment: £250 (up from £100). To allow for tree works.

Category 3: Grasscutting: No change to current Budget for categories 3.1 - 3.6.

A contingency of £270 was included, representing a 5% increase in prices.

Action: the Clerk (contact the Contractor to confirm prices for 2016/2017)

Category 4.1: Electricity: £2,100. To reflect the 50% price rise that took effect in May 2015.

Category 4.2: Street Light Maintenance: £1,850: Includes Electrical Testing for 50 of the 57 units of footway lighting stock totalling £750.

Action: the Clerk (Clarify with the Contractor the advice on 6 yearly testing)

Category 4.3: Additional Street Lighting: £2,000 (up from £1,500). The Council did not envisage the provision of additional lamps but considered the phased replacement of the existing 5 fibreglass units to be a priority.

Category 5.1: Empty Dog Waste Bins: £300. Includes replacement lid parts.

Category 6.1: Clerk's Salary: £4,962 (up by 2.3% from £4,850)

Category 7.1: Telephone, Broadband: £700. Based on one quarter with BT, 9 months with Gigaclear.

Action: Cllr Tomlin (Clarify the billing position with Gigaclear)

Category 8.1: Expenses, mileage: £100 - halved from 2015/2016.

Category 8.2: Audit: Internal Audit Service will be £12 more than for 2015/2016.

Category 8.4: Training: £200 - down by £50 since 2015/2016.

Category 10.2: Website: £484: Year 2 costs (£400) for new website plus hosting of existing.

The Council considered a draft Receipts Budget for 2016/2017 totalling £2,253 + Precept.

The Council will set the Budget and Precept for 2016/2017 at the next Ordinary Meeting to be held 11th January 2016.

It was **Noted** that the Council Tax Base for 2016/2017 was 302.2. (298.5 in 2015/2016)

12.4.4 Financial Risk Assessment: To review: (previously distributed)

Agreed: That it was not applicable to include Investment Income and to remove the entry.

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve the Financial Risk Assessment 2015-2016 as agreed.

13 Correspondence:

13.1 Police and Crime Commissioner: Invitation to meeting on 11th January 2016:

Agreed: To decline the invitation.

- 13.2 **Community Speedwatch: To consider participating in 2016:**
 (Information previously distributed)
 The Police had made changes to the Scheme in terms of the pledge requirement, training provision, level of police support, warning letter, communication and recruitment of new volunteers.
 One definite and one possible offer from volunteers offering to take part in Community Speedwatch had been received. Ideally the Police required 10 volunteers, including a Co-Ordinator and Assistant Co-Ordinator.
 The Council considered that previous participation in Community Speedwatch had achieved the Council’s targets and that the goal for 2016 would be to take advice from the Senior Traffic Officer on how to acquire surveillance cameras and regular police patrols.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr James to decline the invitation to participate in Community Speedwatch 2016.

Action: the Clerk (notify the Police)

- 14 **Little Brook Ward Meeting, 18th January 2016: To finalise the Agenda:**

Agreed: To discuss Traffic Management issues in the three parishes.

To invite representatives from RAF Croughton.

Not to invite a Police representative.

Action: the Clerk

- 15 **Calendar of Meetings 2016:** (previously distributed) To Approve:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Forbes to Approve the Meeting dates for 2016.

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

- 16.1 **Provision of Child Play Facilities:** The Croughton Play Park Project had been launched. The views of parents and children were being sought on the existing and future provision. The questionnaire had been carried in the December 2015 issue of Croughton News.

- 17 **To receive items for the next Parish Council Meeting: - Monday 11th January 2016:**

None.

The Meeting ended at 9.20 p.m.

Signed: _____ Date: 11th January 2016
Chairman