

# Croughton Parish Council

## Minutes of Croughton Parish Council Meeting Held on Monday 14<sup>th</sup> June 2010 at 7.30 p.m. in Croughton Village Hall

### Present

Councillor Pamela Gelder - Chairman  
Councillor Jean Coles  
Councillor Caroline Murdoch  
Councillor Ann Perkins  
Councillor Lesley Ramsay  
Councillor Susan Relf  
Councillor Rob Robbins  
Councillor Brian Tomlin

### Absent

Councillor Trevor Davies

In attendance - Mrs Ann Le Druillenec (Clerk)

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

Councillor Davies - Family Commitment

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Murdoch to approve the Reason for Absence submitted by Cllr Davies.

#### 2 To invite Declarations of Interest:

None.

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

None.

#### 4 To approve the Minutes of the Annual Parish Council Meeting held 10<sup>th</sup> May 2010: (previously circulated)

Amendment: Minute No. 19.1b)v):

Insert fullstop after 'road'

Delete 'at an estimated cost.....from Mr Barber.'

Insert 'The cost would be forwarded by Mr Barber.'

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Perkins to approve the Minutes, as amended, of the Annual Parish Council Meeting held 10<sup>th</sup> May 2010.

#### 5 Matters Arising from item 4 not on the Agenda: For Information

##### 5.1 Clerk's Report: (previously circulated)

Minute 8.1: Clerk's Report:

i) Moles in Cemetery: Rodenators are not suitable for use in Cemeteries.

ii) Defect at 21 High Street: Interoute has found no obvious reason for the standing water. The situation will be jointly monitored by the resident and Interoute.

iii) Street Doctor Reports:

URN 429385 Vegetation obscuring lamp at Blenheim: No action considered necessary.

URN 429388 Overhanging trees to highway at Blenheim and Charlton Road: No issues on B4031 but trim to trees at single track Charlton Road would be beneficial.

iv) Defective dog waste bin: The contractor has carried out remedial work at no charge.

v) Brackley Road Project: Road Safety Audit yet to be submitted, any amendments designed into the scheme and final agreement drafted.

Minute 15: Affordable Housing: The planning application has not yet been submitted.

The Local Connections Criteria have been amended in accordance with the Parish Council's recommendations. The reasoning behind the revised tenure split has been set out.

Minute 17.1: Annual Return for YE 31<sup>st</sup> March 2010: Submitted on 9<sup>th</sup> June 2010.

Other:

vi) Planning Application No. S/2010/0499/TCA; Proposal to fell conifer tree at Long Meadow House, Chapel Lane, Croughton: Permitted.

vii) Parish Pound: (Minute No. 8.2 CPC Meeting held 12<sup>th</sup> April 2010 refers): CPC Minutes 2003-2005 do not provide information on the title deeds.

## 6 Finance Matters

### 6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £6,474.08 (07.06.10) Standard Life: £15,367.02 (07.06.10)

#### 6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102117	C-Murdoch	Reimbursement Refreshments APA <sup>1</sup>	VOID	
102119	A H Contracts	Inv 4770 dog waste bin emptying	£23.50	£3.50
102120	Texprep	Inv 18033	£87.30	
102121	SNC	Non-domestic rates Cemetery	£153.80	
102122	M Dempsey	Inv 761 grasscutting	£855.00	
102123	Northants CALC	Training 'Engaging with Communities' 11.05.10	£29.00	
102124	A Le Druillenec	Salary Month 3	£314.15	
102125	HMRC	Tax Month 3	£73.60	
102126	A Le Druillenec	Reimbursement Anti Virus Software	£23.99	

<sup>1</sup> The claim for reimbursement was withdrawn.

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the Payments.

#### 6.2 To note Receipts:

Date	Payer	Description	Amount
May	Tenants	Allotment Rents	£73.50
04.05.10	P Moran	Advert Newsletter	£12.00
04.05.10	HMRC	Vat refund	£322.21
28.05.10	NCC	Grasscutting 2009 escalation	£13.36
28.05.10	White & Joyce Ltd	Inscription Memorial Plot 725	£15.00

6.3 To ratify the Clerk's action in respect of the Insurance renewal for the year 1<sup>st</sup> June 2010 - 31<sup>st</sup> May 2011 and to approve the premium in the sum of £474.63 with Aon Limited: (comparison table previously circulated)

Further to Minute No. 12.2 of the Annual Parish Council Meeting held 10<sup>th</sup> May 2010 the Clerk had given Aon Limited a verbal assurance that the Parish Council would renew its policy and that a cheque would be raised in the sum of £474.63 on 14<sup>th</sup> June 2010.

The Clerk drew Members' attention to comparative details of cover offered by competitor as advised by Mr Peter Dunn, representing Came & Company Parish Council Insurance. Came & Company offered Personal Accident Cover up to the age of 80 years, rather than 75 years, and this could be extended to 85 years.

The Council considered the age profile of its cohort of newsletter distributors. Some individuals were over 75 years of age.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Perkins to ratify the Clerk's action since the previous meeting and to approve the renewal premium in the sum of £474.63 with Aon Limited subject to age cover being included up to 85 years or preferably with no age restriction in respect of Personal Accident cover.

Cheque No. 102127 was raised.

**Action:** the Clerk (renewal; Personal Accident cover)

- 6.4 Smartwater Purchase: To approve advance payment to Northamptonshire Police of 25 lots of Smartwater units:

The Chairman referred to the 'Safe and Secure' Open Day held 22<sup>nd</sup> May 2010. John McKinney, Community and Partnerships Inspector, Northamptonshire Police had confirmed that the Police were willing to order Smartwater units price £10.00 per unit on behalf of the Parish Council subject to the Parish Council signing up to a Service Level Agreement (SLA) for deployment of the units.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Coles to approve:

i) Advance payment in the sum of £250.00 representing an order of 25 Smartwater units (Cheque No. 102128)

ii) The Service Level Agreement in respect of deployment of the units.

**Action:** Chairman (sign SLA); the Clerk (place order; collect payment for individual orders by end of July 2010)

- 6.5 To consider Training needs:  
**None.**

## 7 Internal Controls:

- 7.1 To Receive the report of the Internal Control Councillor for Q4 (2009/2010):  
(previously circulated)

**Received.**

- 7.2 To appoint the Internal Control Councillor:

**RESOLVED:** It was proposed by Cllr Robbins and seconded by Cllr Coles to appoint Cllr Perkins as the Internal Control Councillor for 2010/2011.

- 7.3 To review the internal control processes 2009/2010:  
(previously circulated)

**Agreed:**

i) To amend the wording of Work Element Data Security (page 2) as follows:  
Delete 'regularly'.

Insert 'on a weekly basis' after 'backed up'

ii) To put in place Control Processes for the Incapacity of the Clerk and for Software (page 3)

**Action:** the Clerk (amend wording as per i), Agenda item); Chairman, ICC & RFO (control processes as per ii))

- 8 To consider replacement of Lighting Column No. 39, Portway Crescent at a cost of £778.00 +vat:

Mr Doug Millard, E.ON Highways Lighting had advised that the lighting column had exceeded its projected lifespan and recommended its replacement on grounds of age. A structural engineer was best placed to determine whether this column posed a danger to the public.

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin not to replace Lighting Column No. 39 but to adopt a policy whereby a contingency figure in respect of a footway lighting replacement programme is included in the annual budget.

## 9 Cemetery: (Action Plan Objective)

- 9.1 To receive a report:

Cllrs Robbins and Tomlin reported that the recently planted trees were doing well despite the lack of volunteers to water them.

**10 Quality Status:** (Action Plan Objective)

- 10.1 To agree to pay the Clerk at the current SCP rate for hours worked in addition to her contracted hours in respect of Croughton Parish Council's application to achieve Quality Status and to review the situation after a total of 20 hours:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to approve payment to the Clerk at the current SCP rate for up to 20 additional hours expended working towards Quality Status.

- 10.2 To approve the application fee of £50.00 + vat:

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the application fee of £50.00 + vat.

- 10.3 To consider evidence for the Quality portfolio Tests 1 and 2:  
The Council accepted the evidence presented by the Clerk for Test 1, Electoral Mandate and Test 2, Qualifications of the Clerk.

**11 Planning:****11.1 Applications:**

**None.**

11.1.1 Works to Trees in a Conservation Area:

Ref: S/2010/0593/TCA

Proposal: Fell Silver Birch

Location: 66 High Street Croughton

**Noted.** No comments.

**11.2 Notices of Decision:**

a) Ref: S/2010/0295/FUL

**PERMITTED**

Proposal: Two storey rear extension

Location: 16A Mill Lane Croughton

b) Ref: S/2010/0348/LDP

**GRANTED**

Proposal: Rear Extension

Location: 24 Park End Croughton

c) Ref: S/2010/0302/FUL

**PERMITTED**

Proposal: Extend vehicular access to serve agricultural land to rear

Location: Land adjacent to The Old Pump House Blenheim Croughton

d) Ref: S/2010/0257/FUL

**PERMITTED**

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

Location: The Old Pump house Blenheim Croughton

e) Ref: S/2020/0410/NMA

**PERMITTED**

Proposal: Non-material amendment (consisting of a new front porch) to planning permission S/2008/1296/P (demolition of the existing dwelling and erection of replacement dwelling, refurbishment of the mill and mill barn as ancillary accommodation to the new dwelling and re-roofing of an existing barn adjacent to Mill Lane)

Location: The Old Mill Mill Lane Croughton

**11.3 SNC Supplementary Planning Documents: To respond to the consultations:**

(Deadline 16<sup>th</sup> July 2010) [www.southnorthants.gov.uk](http://www.southnorthants.gov.uk) (hard copies in circulation)

11.3.1 Windturbines

11.3.2 Re-use of Rural Buildings

11.3.3 Developer Contributions

**Agreed:** To defer consideration of the SPDs to the next Ordinary Meeting of the Parish Council to be held on 12<sup>th</sup> July 2010.

**Action:** the Clerk (Agenda item)

**11.4 NCC Minerals and Waste Development Framework:**

11.4.1 To note the adoption of the Core Strategy Development Plan Document (DPD):

**Noted.**

11.4.2 Proposed Submission Control and Management of Development DPD:  
[www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/ContManage.aspx](http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/ContManage.aspx) (hard copy in circulation)  
 To respond to the consultation: (Deadline 22<sup>nd</sup> July 2010)

**Agreed:** To defer consideration of the DPD to the next Ordinary Meeting of the Parish Council to be held on 12<sup>th</sup> July 2010.

**Action:** the Clerk (Agenda item)

## 12 Statutory Matters

### 12.1 Annual Return for YE 31<sup>st</sup> March 2010:

12.1.1 To note the Report of the Internal Auditor: (previously circulated)  
**Noted.**

12.1.2 To consider recommendations arising from the report:

There were no issues arising from the written Report.

The Clerk advised that the Internal Auditor had made a verbal recommendation that Croughton Parish Council adopts a Corporate Complaints Policy.

**Agreed:** To include the item: 'Adoption of a Complaints Policy' in the Action Plan.

**Action:** the Clerk (enter objective in the Action Plan 2010-2011)

### 12.2 Standing Orders: (Action Plan Objective)

12.2.1 To approve recommendations arising from the review of current CPC Standing Orders, adopted 14<sup>th</sup> April 2009, in conjunction with the NALC model Standing Orders published in February 2010: (previously circulated)

The Chairman, Internal Control Councillor and the Clerk had met to review Standing Orders and recommended adoption of NALC model Standing Orders published in February 2010, customised as appropriate for Croughton Parish Council.

The Recommendations of the revised draft of NALC's model Standing Orders were to:

i) Make no changes to Part I

ii) Delete Parts III and IV

iii) Include any current Croughton Parish Council Standing Order specific to the Council

iv) Delete references not applicable to Croughton Parish Council, e.g. references to Wales, and to sub-committees

v) Delete the 'How to use the model document' section and colour coding legend

vi) Re-format the document and consequently re-number the pages and revise the index

vii) Insert suggested numbers or words in brackets where required as follows:

a) Page 12 Item 1f

b) Page 14 Item 1z

c) Page 16 Item Paragraph after 2xvii and 3a

d) Page 17 Item 3biii

e) Page 18 Items 4a and 4c

f) Page 19 Item xvii

g) Page 21 Item 6m

h) Page 22 Item 8a

i) Page 24 Item 1a

j) Page 25 Items 16a and 17d

k) Page 27 Item 26c

l) Page 29 Items 30a v and 30b

An opportunity for Members' to comment on the revised draft had been provided prior to the Meeting.

The final version was recommended for approval.

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Coles to approve the recommendations arising from the review of Standing Orders and to adopt the final version as presented to the Meeting on 14<sup>th</sup> June 2010.

**12.3 Risk Assessment of Public Areas:** (Action Plan Objective)

12.3.1 To consider a review of public areas: (previously circulated)

**Agreed:** To bring reports to the next Ordinary Meeting of the Parish Council to be held on 12<sup>th</sup> July 2010.

**Action:** All Councillors (review allocated public areas); the Clerk (agenda item)

**13 Highway Matters:** (Action Plan Objective)

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

The following aspects of the project were considered:

i) Power supply: Mr Steve Barber, Collision Analysis and Investigation, Transport and Highways, NCC had advised that the connection charge would be a maximum of £500.00 per device. Mr Barber was not aware of the need for MGWSP to provide an underground road connection for the sign at Blenheim.

ii) Preferred sites:

a) On the grass verge by the sloe bushes opposite 19 Blenheim on the B4031. The site at the entrance to Bridleway AF13 at Blenheim bridge had been discounted. Concerns had been raised by a resident. **Noted.**

b) By the telegraph pole on the bend at Park End.

iii) Data Collection facility: The Clerk reported that the supplier had advised that a data collection facility could be designed into the device at a moderate cost.

iv) Ongoing costs: Mr Barber had advised that NCC would pay for the power supply and maintenance (depending on whether the Parish Council entered into a warranty and maintenance agreement with the supplier). NCC would also adopt the device(s) thereby obviating the need for the Parish Council to apply for a s50 licence at a cost of £372.00.

**Agreed:**

i) To contact Mr Barber to clarify the need for a subterranean electricity connection and the estimated cost of the connection

**Action:** Cllr Tomlin

ii) To meet resident to discuss concerns

**Action:** the Working Party

iii) To acquire details of the Data Collection facility from the preferred supplier

**Action:** the Clerk

**13.2 NCC Parking Review Consultation:**

13.2.1 To consider proposals in respect of no waiting at any time at the bottom of Wheelers Rise:

The Parish Council did not support the proposal believing that it would generate additional parking problems elsewhere, particularly around the School.

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Perkins to OBJECT to the proposal and to SUPPORT the retention of the existing parking and Keep Clear areas at the bottom of Wheelers Rise.

**Action:** the Clerk (respond to the consultation; copy in Cllrs John Townsend, SNC and Ron Sawbridge, NCC)

13.3 Speedwatch: Cllr Ramsay reported on the campaign. During week one, in one two and a half hour period, 56 motorists had been recorded travelling in excess of 35 mph. through Croughton. Volunteers had encountered abuse whilst on duty. Efforts to find a suitable hardstanding site for the police camera van were continuing.

- 13.4 Rightracks:  
 13.4.1 Arising from the Parish Council's letter of 6<sup>th</sup> June 2010 to Mr John Spencer, Casualty Reduction Manager, NCC into which he was copied, Cllr Ron Sawbridge had offered comparative justifications for the Rightracks project in Aynho with the needs in Croughton on the grounds of traffic volume and type, average speeds and traffic calming history. **Noted.**
- Cllr Ramsay reported that Aynho had recorded a drop in speeds since completion of the new road layout. Aynho Parish Council was undertaking a risk assessment of the roadworks and any associated problems.
- 13.4.2 Data Collection boxes had been installed courtesy of either Rightracks or Northants Police.
- The Chairman thanked Cllrs Ramsay and Tomlin and the Speedwatch volunteers for their work.
- 13.5 Inconsiderate Parking at Park End: Complaint by resident was being followed up by the Police, although if no road traffic offences or illegal parking is occurring there is little that can be done to ameliorate the parking situation for residents. **Noted.**
- 14 Correspondence**
- 14.1 To consider items of Correspondence:
- 14.1.1 Chiltern Railways: future improvements. **Noted.**
- 14.1.2 High Speed 2 Ltd and South Northamptonshire Action Group (SNAG) (previously circulated)  
**Noted.**
- 14.1.3 Town Twinning invitation: **Noted.**
- 14.1.4 Armed Forces Day: 21<sup>st</sup> June 2010: Invitation to attend ceremony at Towcester. **Noted.**
- 14.1.5 Banbury Carers Centre: The Parish Council had no objection to receiving information leaflets explaining the work of the Centre. A web link on Croughton website was a suggested option.  
**Action:** the Clerk (follow up)
- 14.2 To note:
- 14.2.1 Towcester Magistrates' Court Open Day: 26<sup>th</sup> June 2010: **Noted**
- 14.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:
- i) SNC Lists of planning applications registered during periods 29.04.10 - 09.06.10
  - ii) NCC Changes to Household Waste Recycling Centres from 21<sup>st</sup> June 2010
  - iii) Arts news South Northamptonshire issue 35 May - August 2010
  - iv) Northants CALC Update May - June 2010 issue 3/10
- 15 Any Other Business: For Information and at the discretion of the Chairman:**
- 15.1 Brackley Road project: Cllr Tomlin reported on the progress of the technical design aspects of the project and the required legal documents to enable the Rowler Estate to complete the scheme.
- 15.2 Yellow bands on Electricity Telegraph poles in High Street, Conservation Area:  
**Action :** the Clerk (make enquiries)
- 15.3 Community Engagement: Cllr Relf was in favour of the Parish Council developing community cohesion through fun events led by the Parish Council.
- 16 To receive items for the next Meeting - Monday 12<sup>th</sup> July 2010.**  
**None.**

The Meeting ended at 9.55 p.m.

Signed: \_\_\_\_\_ Date: 12<sup>th</sup> July 2010