

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 8th August 2011 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Margaret Bennett
Councillor Fran Bodley-Scott
Councillor Rodney Cash
Councillor Jean Coles
Councillor Lesley Ramsay
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:

Cllr Davies - Holiday

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Coles to approve the reason for absence submitted by Cllr Davies.

2 To invite Declarations of Interest:

Cllr Robbins declared an interest in Item 13.1.3: Application S/2011/0897/FUL.
Reason: The applicant is a relative.

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

5 members of the public were present. 2 people spoke to Agenda item 13.1.1 Application S/2011/0881/FUL.

i) Mr J Grant, Occupier of neighbouring property, 14 High Street: Expressed the following concerns over the proposal: the proximity of the proposal; additional windows to the south and west elevations and resultant loss of privacy; the addition of a bar/games room, patio lighting and log stove with flue; the effect of emissions from the flue on the mature chestnut tree at No 14 High Street; the impact of noise on the enjoyment of the garden of No 14 High Street; the use of the building; and the effective change of use to a second building. Mr Grant had submitted formal objections to the Planning Authority.

ii) Mr L Taylor, Applicant, 12 High Street: The proposal was an amendment to the Approved plans. Changes such as the additional window in the south elevation, were required in order to satisfy Building Regulations. The Applicant did not object to obscure glass in the additional windows. He intended to create a sensory room on the second floor for the use of his daughter who has medical issues, and for members of the family who would attend to her. For information: Mrs Taylor provides child care for 1 hour in the morning and 1 hour in the afternoon.

Chairman's Initials _____

4 To approve the Minutes: (previously circulated)
4.1 Parish Council Meeting held 11th July 2011:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Bodley-Scott to approve the Minutes of the Meeting held 11th July 2011.

4.2 Extra Ordinary Meeting held 25th July 2011:

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Coles to approve the Minutes of the Extra Ordinary Meeting held 25th July 2011.

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

5.1 Clerk's Report: (previously circulated)

1. Clerk's Update following meeting held 11th July 2011:

Minute 5.1: NCC Library Service: Proposed Mobile Library routes: The new routes have been published. The West 03 route does not include a stop at Croughton.

Minute 5.1: Affordable Housing Update: Northants Rural Housing Association is hoping to submit a planning application for the scheme within the next few months. There are no details of funding.

Minute 6.1.3: The purchase of Norton anti-virus software has been put on hold. Microsoft Essentials anti virus software (a free download) has been installed.

Minute 7.1.1: VAS signs: Data Logger software: Dambach is sending a software upgrade at no cost to the Parish Council.

Minute 10.2: VAS Assets: NCC has this in hand.

Minute 11.1: Viridor Credits Steering Group: Information on meeting dates, times, travel expenses, venue have been provided. Currently, no places are available. Need to balance interest groups.

Minute 11.2: Ward Meeting: Good feedback.

Minute 16: High Speed 2: Response submitted by deadline.

Minute 19.1.2: Local Council Survey: Response submitted by deadline.

2. Clerk's Update following meeting held 25th July 2011:

Minute 4: Planning application: The Case Officer, Mr Ian Lorman has acknowledged with thanks the prompt response of the Parish Council and the trouble to which it went to make special arrangements to consider the proposal.

3. Other: For Information

1. SNH: Fence at Wheelers Rise: Mr Steve Jones, Project Surveyor has apologised for the delay and will chase up the Contractor for a start date.

Action: the Clerk (contact Mr Jones)

2. Maintenance repairs: Thanks to Cllr Tomlin for refurbishing the Noticeboard on the external wall of the Village Hall and the post box door catch.

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,308.63 (01.08.11) Standard Life: £16,469.24 (01.08.11)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102235	A H Contracts	Inv 5586 dog waste bin emptying	£36.00	£6.00
102236	Texprep	Inv 18899 Newsletter	£66.80	
102237	M Dempsey	Inv 868 Grasscutting	£865.00	
102238	Northants CALC	Inv 3051 Training 30June 2011	£58.00	
Training Voucher	Northants CALC	Inv 3051 Training 02 July 2011	£29.00	

Chairman's Initials _____

Cheque No.	Payee	Description	Total	vat
102239	R Robbins	Reimbursement Allotments	£8.93	£1.49
102240	Broker Network Ltd	Inv 11760 revised insurance schedule pre	£25.00	
102241	E.ON	Inv HB75E4522 period 01.04.11 - 30.06.	£411.78	£68.63
102242	A Le Druillenec	Salary Month 5	£310.35	
102243	HMRC	Tax Month 5	£77.40	

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

6.2 To note Receipts:

Date	Payer	Description	Amount
04.07.11	Western Power Distribution	Wayleaves: Portway Drive £18.55 Croughton Village Hall £4.60	£23.15
11.07.11	J & M Humphris	Burial Fees Plot 733A	£140.00
27.07.11	H J Tims	Advert August Newsletter	£6.00
27.07.11	J & M Humphris	Headstone Plot 733A	£30.00

Noted.

7 Training:

7.1 To consider requests for Training:

Cllrs Ramsay and Tomlin: Northants CALC: 'Off to a Flying Start'

Action: the Clerk (booking details)

7.2 SNC: Council tax setting process session: 2 places available, September 2011:

Cllrs Bodley-Scott and Tomlin; Cllr Gelder (reserve)

Action: the Clerk (reserve places)

8 Allotments:

8.1 To consider the recommendations of the Report of the informal Meeting held 27th June 2011: (Report previously circulated, copy held on file)

8.1.1 To consult all tenants on the request to extend Plot 20 to incorporate an adjacent amenity space (issue 1 of the report):

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Bodley-Scott to consult all Tenants and to take a decision based on feedback from consultees at the Ordinary Meeting of the Parish Council to be held 10th October 2011.

Action: the Clerk (letters to tenants in September 2011)

8.1.2 To review the wording of the Tenancy Agreement (issue 4 of the report):

(The relevant sections of the Allotments Policy of Helsby Parish Council were referred to for information)

The Report recommended the following **Proposal:**

To change the wording of the 31st August 2009 Tenancy Agreement so that only those tenants who were not living in Croughton at 31st August 2009 would be able to retain a plot in Croughton.

This is currently applicable to 3 tenants, 2 tenants who were living outside Croughton at 31st August 2009 having voluntarily discontinued with their tenancies.

To date, 4 tenants reside without Croughton parish. The fourth tenant was a tenant residing in Croughton at 31st August 2009 and subsequently moved from the village.

The Council considered the proposal in view of the local unmet demand for Allotments.

Chairman's Initials _____

The Council **Noted** the discrepancy between paragraph 17 of the Tenancy Rules approved at 14th September 2009 and paragraph 17 of the Tenancy Agreement issued to existing tenants at 31st August 2009.

Amendment to the Proposal moved by Cllr Ramsay:

To change the wording of the 31st August 2009 Tenancy Agreement so that tenants who were living in Croughton at 31st August 2009 would have the same security of tenure as tenants whose Agreements dated from 1st September 2009.

The Amendment was not seconded.

Members considered that, due to the inclusion of Croughton residents on the current Waiting List, unless an exception were made, this change would leave one tenant unprotected and effectively remove the right of that person to continue renting his/her allotment.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Tomlin:

- i) to make no change to the wording of the Tenancy Agreements for current tenants
- ii) to make the wording more explicit for new tenants
- iii) to be mindful of the length of the Waiting List for Allotments
- iv) to review the Tenancy Agreement in 12 months' time.

8.1.3 To address the demand for plots and half plots (issue 4 of the report):

Agreed: To retain at least 15 full plots

8.1.4 To undertake no standardisation of plot size (issue 5 of the report):

Agreed.

No Action.

8.1.5 To review the rules in respect of pets on allotments (issue 6 of the report):

Agreed: To defer consideration to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.

Action: the Clerk (Agenda item)

8.1.6 To consider renting out the pig sty as a storage area (issues 7 of the report):

Agreed: To defer consideration to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.

Action: the Clerk (Agenda item)

8.1.7 To review the rules in respect of sheds to allow sheds on the north side of the southern plots (issue 8 of the report):

Agreed: To defer consideration to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.

Action: the Clerk (Agenda item)

8.1.8 To incorporate in the Action Plan a review of the operation of the Allotment Gardens (issue 9 of the report):

Agreed.

Action: the Clerk

8.2 To review the Allocations policy: (previously circulated)

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Coles to make No Changes to the Allocations Policy.

8.3 To review the rent:

Agreed: To recommend a rent increase of 20% per plot or half plot to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.

Action: the Clerk (Agenda item)

8.4 To consider the purchase of a No Parking/Keep Clear/Access for Emergency Vehicles sign:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to allocate a maximum of £50.00 in respect of the purchase of a sign.

Action: the Clerk (make enquiries)

Chairman's Initials _____

- 8.5 For Information: A new water tap and connection (issue 3 of the Report) had been installed. Thanks were extended to Cllr Robbins.
- 9 Cemetery:** (Action Plan Objective)
- 9.1 To consider a draft Policy for the Cemetery, including the Garden of Remembrance: (previously circulated)
Agreed: To defer consideration to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.
Action: the Clerk (Agenda item)
- 9.2 To approve the design and materials for marking out the Garden of Remembrance: Cllr Robbins spoke to this item.
 i) Area: 9m width x 4.5m length rectangle with a post and chain border to accommodate 3 rows with 20 pre-marked plots per row, the rows to be separated by a path size 18in.-24 in. Plot size: 18in.x18in.
 ii) Materials: 4in.x4in.x3ft.high oak posts, dome top, V groove and throating, connected with single length spiked chain
 iii) Cost: £497.00 (13 No. Oak Posts: £299.00; 25m Chain: £170.00; 26 Brackets: £28.00)
 iv) Marking out of Plots: Similar to the layout in Brackley Cemetery - rows pre-laid with paving slabs set into the ground, memorial slab placed on top.
Agreed:
 i) To cancel the Cemetery site visit arranged for 6.30 p.m. on 26th September 2011
 ii) To defer consideration to the next Ordinary Meeting of the Parish Council to be held 12th September 2011.
Action: All Councillors (visit Croughton Cemetery before 12th September 2011); the Clerk (Agenda item)
- 9.3 To approve an application for a memorial for Cemetery Plot No. 733A:
RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Robbins to approve the application.
Action: the Clerk (inform Funeral Director)
- 10 Bus Shelter:**
- 10.1 To consider the purchase of wood stain and machine sanding paper in the cost of £50.00:
 Cllr Cash described the various makes and colours of wood stain available on the market, the number of applications required, and the cost per litre.
Agreed: The Council was in favour of applying 3 coats of Sadolin (Teak) at a cost of £29.00 per 2.5 litres.
- 10.2 To consider the purchase of a bundle of shingles to repair the roof and a bundle of ridge tiles each costing £65.00:
 Cllr Cash advised that the Council had a sufficient store of shingles with the exception of ridge tiles.
Agreed: The Council had no objections to the purchase of the requisite number of ridge tiles.
- 10.3 Safety Issues: Cllr Cash was aware of safety issues and was willing to carry out the work, including replacement of damaged fascia board, with Mr John Austin.
Agreed: To authorise, with thanks, that Cllr Cash and Mr John Austin carry out the work.
- 10.4 Other: Replace Timetable Board; new Pin Board to house 6xA4size notices.
Action: Cllr Tomlin
- 11 Newsletter:** (Action Plan Objective)
- 11.1 To review the Policy for advertising in the Newsletter and on the Website: (previously circulated)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Tomlin to revise the Policy for advertising in the Newsletter and on the Website as follows:

- i) Remove final sentence of paragraph entitled 'Newsletter Advertising' to paragraph entitled 'Website Advertising'
 - ii) Increase the costs of Advertising per month for Category C by £2.00 per Format for Formats 1-4
 - iii) Double the costs of Advertising per month for Category E, Formats 1 and 2
 - iv) Increase the costs of Advertising per month for Category E by £8.00 per Format for Formats 3 and 4
 - v) To offer No Discounts
 - vi) To accept bookings for advertising space for no more than 3 months at a time
- Action:** the Clerk (incorporate revisions in Policy for signing at next Ordinary Parish Council Meeting to be held 12th September 2011)

11.2 To consider sponsorship:

It was **Noted** that the current sponsorship of the Newsletter ends in September 2011.

For Information: The sponsor's request for anonymity had been respected and the sponsor's name had not been attributed in the Newsletter.

Agreed: To invite local businesses to sponsor the Newsletter for a period of one month or multiples of a month at the rate of £66.80 per month (the current monthly print run costs).

Action: the Clerk

12 Statutory Matters:

12.1 Risk Assessment (Health and Safety) Public Assets and Sites:

12.1.1 To Note observations: (previously circulated)

12.1.2 To consider actions arising from the Risk Assessments:

Agreed:

i) To defer consideration of this item to the next Ordinary Meeting of the Parish Council to be held 12th September 2011

ii) To consider a Risk Assessment of the VAS Data Collection activity

Action: the Clerk (Agenda item)

13 Planning:

13.1 **Applications:**

13.1.1 Ref: S/2011/0881/FUL

Proposal: Amendment to S/2010/1418/FUL (garage extension)

Location: 12 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65094>

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Bodley-Scott to comment on the Amended details by citing the following concerns:

i) The addition of the side roof velux in the west elevation: In order to protect the privacy of the neighbouring property (No. 14 High Street) the Parish Council would strongly recommend that this proposed velux window is glazed with obscure glass.

ii) The addition of a first floor window in the gable end to the south: The Parish Council is not convinced of the need for 2 windows, one at the front and one to the rear, on the first floor of this single space. Should the Planning Authority consider that 2 windows are necessary the Parish Council would strongly recommend that the additional second window to the south is glazed in obscure glass in order to protect the privacy of the neighbouring property (No. 14 High Street). Otherwise, the Parish Council would suggest that the proposed first floor window on the south elevation is refused, leaving the first floor window in the north elevation for fire escape purposes.

iii) The addition of an inappropriate heating system: The Parish Council has safety concerns in respect of the proposed log stove and flue. The Parish Council does not consider that the installation of a log burning stove in this building is the ideal

Chairman's Initials _____

heating system, given the building's intended use. Emissions from the flue may have a detrimental impact on the mature chestnut tree in the neighbouring property. The Parish Council would ask that in order to address these issues a safer, more appropriate, alternative heating system is considered.

iv) The totality of the proposal: The Parish Council has concerns that, should the amendments be approved in total, and the property subsequently sold, that it could be used for different purposes.

13.1.2 Ref: S/2011/0888/FUL

Proposal: Replacement detached double garage with bathroom and room/storage area within roofspace

Location: Yew Tree House, Park End, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65106>

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Robbins to make No Objections.

13.1.3 Ref: S/2011/0897/FUL

Proposal: Increase roof height of garage to create room above

Location: Sax View, 1 Blenheim, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65119>

Cllr Robbins had declared an interest and took no part in the decision making process.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to make No Objections.

13.2 Notices of Decision:

13.2.1 Ref: S/2011/0749/HRN

NO OBJECTIONS

Proposal: Removal of 2 x 10m lengths of hedgerows

Location: RAF Croughton, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64900>

13.2.2 Ref: S/2011/0838/TPO

PERMITTED

Proposal: Crown reduce one beech tree by 20%

Location: 12 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=65010>

13.2.3 Ref: S/2011/0716/FUL

PERMITTED

Proposal: Loft conversion to create first floor with four rear dormers, single storey side extension and front porch

Location: Astwick Farm Bungalow, Croughton

13.3 SNC: Changes to Duty Officer Arrangements: For Information.

Noted.

13.4 SNC: To elect to receive electronic copies of the weekly planning lists instead of hard copies:

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Bennett to receive electronic copies of the weekly planning lists rather than paper copies.

Action: the Clerk (notify SNC)

Agreed: To email Members with the weekly lists of applications relating to Little Brook Ward.

Action: the Clerk

14 Highways:

14.1 To consider safety issues relating to parking on the High Street to the east of the School:

The Chairman referred to correspondence on this issue.

Chairman's Initials_____

Turning to the right out of residential properties situated opposite the School was hazardous due to the blind spot at the bend. This was aggravated by the line of standing vehicles stretching from No. 12 High Street round to the bend, mainly at the beginning and end of the School day, but also for longer periods throughout the day. The no waiting restrictions (Keep clear and yellow zig zags) at the School entrance were also contributory factors.

Agreed:

- i) To contact Mrs Helen Howard, Community Liaison Officer, NCC Transport and Highways to discuss issues and remedies, such as installation of a mirror
- ii) To encourage parents to park to the rear of the Reading Room for purposes of escorting children to and from School
- iii) Convey safety concerns to parents at a School Assembly
- iv) To monitor the situation

Action: Cllr Gelder and Police Community Safety Officer

14.2 Carriageway Repairs: Update:

Work had resumed on 26th July 2011.

Unfinished repairs:

- i) Outside the Telephone Exchange (BT to attend to this)
- ii) Charlton Road, potholes at T junction

Action: Cllr Tomlin (report to Street Doctor)

14.3 VAS signs: Report to NCC Empowerment Fund:

Cllr Gelder would submit the written report, including photograph in evidence of how the grant had been spent.

15 Village Event 2012:

15.1 To receive a report on the Village meeting held 19th July 2011:

Cllr Bodley-Scott reported on a successful meeting attended by 35 people. A structure was emerging. There were many good ideas and much support.

Date of Next Meeting: 11th August 2011

16 Correspondence:

16.1 To Consider:

16.1.1 Northants CALC Annual Conference and AGM: 22nd October 2011 at Raunds:

- i) To appoint delegates, including one voting delegate
- ii) To propose a resolution for the 2011 AGM

16.1.2 SNC Animal Welfare and Dog Controls: To consider enforcement powers available to Parish Councils under the Clean Neighbourhoods and Environment Act 2005:

Agreed: To defer items 16.1.1. and 16.1.2 to the next Ordinary Meeting of the Parish Council to be held 11th September 2011.

Action: the Clerk (Agenda item)

16.2 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:

- i) SNC Lists of planning applications registered during periods 09.05.11 - 03.08.11
- ii) NCC: 'I didn't realise...' campaign
- iii) SNH Major works Briefing Paper June 2011
- iv) Northants CALC: Update issue 4/11 July/August 2011

17 Any Other Business: For Information and at the discretion of the Chairman: None.

18 To receive items for the next Parish Council Meeting - Monday 12th September 2011: None.

Chairman's Initials _____

The Meeting ended at 10.15 p.m.

Signed: _____ Date: 12th September 2011
Chairman

Chairman's Initials _____