

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 10th March 2014 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 Trevor Davies
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent: No Absentees

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

Cllr Bennett: Item 8.1.4: Application No. S/2014/0112/FUL

Reason: Neighbour.

Cllr Robbins: Items 8.1.1 & 8.1.2: Application Nos. S/2014/0127/FUL & S/2014/0128/LBC

Reason: Bat Survey- family name mentioned

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

4.1 Agenda items 8.1.1.& 8.1.2: Application Nos. S/2014/0127/FUL & S/2014/0128/LBC (2 Members of the Public wished to speak)

Prior to the Meeting, Members of the Council and the Clerk had each been provided with a copy of the comments from Tim and Felicity Smart entitled New Plans for The Stables.

(copy held on file)

The Chairman invited Mr Smart to speak to his comments.

Mr Smart voiced concerns in respect of:

- i) The nine vents and one window in the wall overlooking his property
- ii) The position of the boiler room
- iii) New roof lights
- iv) Garden wall and gate
- v) Trees
- vi) Croughton House West parking - Mr Jeremy Preston spoke to this concern.

- 4.2 Agenda item 8.1.4: Application No. S/2014/0112/FUL
(2 Members of the Public wished to speak)
The Chairman invited Mr Mike Hayward to speak.
Mr Hayward expressed concerns in respect of:
i) Construction Management and Access
- The Chairman invited Mr T Ryan to speak.
Mr Ryan had discussed matters with the owner of No. 7. The design was sympathetic to the area. Should access be required for major building vehicles and in order to prevent blockage in Mill Lane, Mr Ryan would request permission to route via the field to the rear of the property.

To change the order of Business: Standing order 10a)vi:

Agreed: To take item 8 Planning as the next item on the Agenda.

8 Planning:

8.1 Applications:

8.1.1 No. S/2014/0127/FUL

Proposal: Conversion of existing redundant stables to single dwelling

Location: The Stables, Croughton House West, Church Lane, Croughton

8.1.2 No. S/2014/0128/LBC

Proposal: Conversion of existing redundant stables to single dwelling. By changing the doors and windows adding rooflights, internal openings and internal partitions and staircase.

Location: The Stables, Croughton House West, Church Lane, Croughton

Items 8.1.1 and 8.1.2 were taken together.

Members acknowledged that:

- i) Valid points had been made in terms of:
 - a) The Building, particularly the Vents, the blocking up of which the Parish Council had previously supported, but not in terms of the Rooflights as any disturbance would depend on the design of the room
 - b) Parking - An integral site incorporating the shared drive with Croughton House West was paramount.
- ii) The Stables needed redevelopment
- iii) The fabric was being looked after.

Objections from a resident to the proposal on the grounds that the plans make no reference to the shared driveway nor to the access to the field behind The Stables were **Noted**.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to **OBJECT** to both proposals on the following grounds:

i) The site should be considered as one integral unit, comprising both Croughton House West and The Stables.

ii) There should be a shared drive with Croughton House West. This and the off road parking arrangements and access as permitted in the original plans for Croughton House West should be strictly complied with.

Without the shared access, Croughton House West will be deprived of vehicular access and this will lead to on road parking in Church Lane.

iii) The proposal makes no reference to the essential access to the paddock to the rear of the property.

Agreed:

i) To support local concerns over the vehicular access arrangements and parking provision for Church House West, and the need to maintain the existing access to the paddock at the rear of the property.

ii) To convey Mr & Mrs Smart's concerns to the Planning Authority.

- 8.1.3 No. S/2014/0208/FUL
 Proposal: Conversion of garage to living accommodation with 1st floor extension over. Two storey extension to side with single storey link to new double garage
 Location: 2 Portway, Croughton

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to offer NO OBJECTIONS.

- 8.1.4 No. S/2014/0112/FUL
 Proposal: Proposed two storey rear extension
 Amendment Details: Proposed two storey (part single) rear extension and new window to front (West) elevation
 Location: 5 Mill Lane, Croughton

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to OBJECT on the same basis as before, namely in terms of the impact of the proposal and the construction management issues.

- 8.2 **Notices of Decision: None.**

- 5 **To Approve the Minutes of the Parish Council Meeting held 10th February 2014:**
 (previously distributed)

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Gelder to Approve the Minutes of the Parish Council Meeting held 10th February 2014.

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

- 6.1 Clerk's Report: (previously distributed)
 Minute No 6.1: Water Surcharge: Manhole jetted. Breakage discovered in the system. An order has been placed for excavation works to determine what the problems are. The Chairman advised that Thames Water would be carrying out a camera survey on 11th March 2014.
 Minute No. 8.3: West Northamptonshire Joint Core Strategy: The Hearing sessions will open at 9.45 a.m. on 18th March 2014 in Northampton.

2. Other:

- i) Extension of 30mph limit along Brackley Road: The Request to extend the speed limit as far as the Cemetery has not been approved. 'No compelling evidence to support an extension (to include the cemetery entrance) of the village 30mph limit beyond what is already proposed with the new development.'

The Police suggest the following:

- i) Location of village name plate near to the new speed limit terminals

- ii) Location of a 'Ped in Road' warning sign near to the cemetery entrance.

In view of this, the original proposal has been advertised by Order. Objections to the Order must be submitted by 28th March 2014. Any objections will be considered and a decision made by the Head of Highways, or if it is contentious, by the NCC Cabinet.

Agreed: To follow up the 2 suggestions made by the Police.

Action: the Clerk

- ii) Allotment Tenancies:

Plot No 6: One expression of interest. Also informal news that an existing tenant intends to relinquish the tenancy of a half plot.

- iii) SNC Grants Officer: Appointment of Katie Arnold who will be the contact for all enquiries relating to SNC Grant Funding Streams, including Community Development and New Homes Bonus.

- iv) Local Audit and Accountability Act: Closure of the Audit Commission. Creation of a new framework for local audit. New arrangements for local authorities with annual turnovers of less than £25,000. Introduction of new transparency measures.

v) Openings in hedge at Brackley Road: The Chairman advised that two residents had contacted him about the openings. The Regulations Team, NCC had found no evidence that vehicular accesses had been made.

Noted.

7 Finance Matters:

7.1 Receipts & Payments and balance of bank accounts:

Community Account: £1,121.62 (03.03.14)

Direct Access Account: £17,932.31(03.03.14)

7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
102489	A H Contracts	Inv. 7225 dog waste bin emptying	£24.00	£4.00
102490	Texprep	Inv. 20568 newsletter	£66.30	
102491	Anglian Water	Nov2013-Feb2014 Allotments £8.98 Cemetery £12.55	£21.53	
102492	A Le Druillenec	Salary Month 12	£319.99	
102493	HMRC	Tax Month 12	£71.60	
102494	A Le Druillenec	Reimbursement 1&1 webhostingFeb-May2014 £25.16 Stationery £46.49 Postage 90p	£72.55	£11.92

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

7.3 To consider annual Membership of Northants ACRE at a cost of £35.00: (information previously distributed)

It was **Noted** that the Village Hall was a member of Northants ACRE.

Agreed: That the Parish Council does not take out Membership of Northants ACRE.

7.4 To note Receipts:

Date	Payee	Description	Amount
19.02.14	Blackwell & Dorling	Advert Newsletter	£60.00

Noted.

7.5 To Approve the Asset Register to YE 31st March 2014: (previously distributed)

Total Assets to YE 31st March 2014: £918,677.00

Disposals 2013/2014	Asset	Value
	HP Laserjet 1200 Printer	£250.00
	Brother Multi Function Copier MFC5840CN	£130.00
Additions 2013/2104		
	Laserjet HP M1212nf Multi Function Printer	£169.00
	Dymo Labelwriter 450	£66.00

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to Approve the Asset Register to YE 31st March 2014.

9.2 Training:

9.1 To consider Training needs:

9.1.1 Northants CALC Calendar (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies that the Clerk attends the Course Legal Ease not Legalese on 18th March 2014 at a cost of £29.00.

9.1.2 CPRE: Planning Roadshow: 10th April 2014. **Noted.**

10 Action Plan 2013/2014:

- 10.1 Councillor Reports: Cllr Davies: Portway Pocket Park: A neat area. No issues.
- 10.2 Councillor Actions:
- 10.2.1 Provision of Defibrillator: To consider action arising from the Case Officer's pre-application advice: (previously distributed)
Pre-Application Reference No. P/2014/0057/PRW; Report dated 7th March 2014:
- i) The installation was deemed to constitute development for which planning permission would be required
 - ii) A licence from the Highway Authority may be required.
- The Report was **Noted**.
Agreed: To consult with Northamptonshire Highways in respect of the proposed and any alternative location.
Action: Cllr Tomlin.
- 10.3 Community Engagement:
- 10.3.1 Affordable Housing: Progress Report: Good progress.
Houses will be ready before the gardens. Painters and Tradesmen are on site.
- i) Provision of Footpath along Brackley Road: Update: Anticipated high costings for adequate drainage on either side continue to make both options unattractive. Cllr Townsend was exploring the feasibility of drawing on New Homes Bonus monies.
- 10.4 Policies, Plans and Procedures:
- 10.4.1 Community Engagement Strategy: Update from the Working Party: The Paper had been re-drafted, would undergo further scrutiny, with the final version to be recommended to the Parish Council at its next Ordinary Meeting to be held 14th April 2014.
- 10.4.2 Action Plan 2014/2015: To develop draft culmination of 2013/2014 Action Plan: (Action Plan 2013-2014 previously distributed)
Agreed:
- 10.4.2.1 To exclude from Part 1 of the Action Plan 2014/2015:
- i) Astwick Quarry
 - ii) HS2 Rail Project
 - iii) Trees
- 10.4.2.2 To exclude from Part 2 of the Action Plan 2014/2015:
- i) Highways: (Issues) Blenheim/High St/Park End resurfacing
Better maintenance for High St, Wheelers Rise and Portway;
Delete 'minor' from repairs to roads
- 10.4.2.3 To include in Part 2 of the Action Plan 2014/2015:
- i) Allotment Gardens: (Action) Accrue Funds
 - ii) Website: (Issue) Accumulate data set of emails
 - iii) Emergency Response Plan: (Action) Open Forum in June 2014
 - iv) Life Saving Equipment Project: (Action) Follow up Pre Application Advice
- 10.4.2.4 To include in Part 3 of the Action Plan 2014/2015:
- i) Affordable Housing Development: (Issue) Tenant Allocations
(Action) Local Connections Criteria
 - ii) Provision of footpath along Brackley Road: (Issue) Funding issues
 - iii) Community Engagement: (Issue) Local Elections May 2015
 - iv) Parking within the Village: (Action) Review lay by designation as bus stop
 - v) Community Development: (Issue) Options Consultation
- 10.4.2.5 To include these Policies/Decisions in Part 4 of the Action Plan 2014/2015:
- i) Quality Status: (Action) Re-accreditation
 - ii) General Power of Competence: (Action) To decide whether to seek to exercise the GPC
 - iii) Equal Opportunities: (Action) Review
- Action:** the Clerk (draft the Action Plan 2014/2015); Cllr Gelder (Action dates)
- 10.4.2.2: Promotion of Local Elections 2015:
Agreed: To set up an information stand at the Annual Parish Assembly 2014.
Action: Cllr Gelder

10.4.3 Corporate Complaints Procedure: To review: (previously distributed)

Agreed:

- i) To remove the names of the Clerk and Chairman
- ii) To delete the home address of the Chairman
- iii) To use the Parish Office address for both the Clerk and Chairman.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the Corporate Complaints Procedure as agreed.

10.4.4 Publication Scheme: To review: (previously distributed)

Agreed:

- i) To re-name the Parish Plan 'Croughton Plan' in Class 3, page 2
- ii) To insert how the information can be obtained (website-free; hardcopy from the Clerk - 10p per sheet)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Publication Scheme as agreed.

11 Annual Parish Assembly: 7th April 2014:

11.1 To review Chairman's Annual Report: (previously distributed)

Agreed:

- i) To include mention of the efforts to create a footpath along Brackley Road
- ii) To edit the report to 2 sides of A4 for distribution in the Croughton News.

11.2 To select energy management topics: (List of topics previously distributed)

Agreed: To request a Presentation on the first 3 topics:

Topic 1: Household Energy Management

Topic 2: Funding Streams: To request provision of leaflets relating to this topic

Topic 3: Community Energy Management.

11.3 To finalise arrangements:

Refreshments- tea, coffee and biscuits

Setting up of room- table in centre, chairs all round

12 Little Brook Ward Meeting: 21st July 2014:

12.1 To decide on Guest Speaker:

Andrea Leadsom MP was unable to accept the invitation as Parliament was sitting that day.

Agreed: To invite Sue Smith, Shared Chief Executive, SNC & CDC to speak on the shared service arrangements from a management perspective.

Action: the Clerk

13 Correspondence:

13.1 Northamptonshire Highways: Community Enhancement Gangs: To derive a list of requests:

Agreed:

i) The cleaning of signs at Portway, Portway Drive and Portway Crescent

ii) The reinstatement of the letter M on the Mil Lane sign and cleaning of the sign

Action: the Clerk

13.1.1 Street Doctor follow ups:

i) Slabs at seat at Wheelers Rise

ii) Hedge opposite the VAS sign Park End

Action: Cllr Tomlin

13.2. National Carers' Week: 9th - 14th June 2014: Information Roadshow: To suggest a date and venue for a visit:

Agreed: To offer the car park at the Village Hall throughout the National Carers' Week.

Action: the Clerk

14 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.
The Clerk was in attendance.

15 Staffing: To Note the Clerk's Appraisal 2012/2013: (draft previously distributed and comments from Members and the Clerk subsequently included in final document)

Noted.

16 Motion to re-open the Meeting to Members of the Public and the Press:

No members of the Public or the Press were present.
The Clerk was in attendance.

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

17.1 Creation of footpath along Brackley Road:

Agreed: To lobby Andrea Leadsom MP for support.

17.2 Recent incident of bad driving along the High Street: Reported to Military Police.

17.3 Transparency Code:

18 To receive items for the next Parish Council Meeting - Monday 14th April 2014:

None.

The Meeting ended at 9.15 p.m.

Signed: _____ Date: 14th April 2014
Chairman