

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 10<sup>th</sup> September 2012 at 7.30 p.m. in Croughton Village Hall

### Present

Councillor Brian Tomlin - Chairman  
Councillor Margaret Bennett  
Councillor Fran Bodley-Scott  
Councillor Jean Coles  
Councillor Rodney Cash  
Councillor Trevor Davies  
Councillor Rob Robbins

### Absent

Councillor Pamela Gelder

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

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

Cllr Gelder - Holiday

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Bodley-Scott to Approve the Reason for Absence submitted by Cllr Gelder.

### 2 To invite Declarations of Interest:

Cllrs Bodley-Scott and Coles each declared a personal interest in Item 11.1.1d): Allotment Rent Review. Reason: Tenancy of Allotment Plots Nos. 10 and 1, respectively.

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

None.

### 4 To approve the Minutes of the Parish Council Meeting held 13<sup>th</sup> August 2012: (previously circulated)

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to Approve the Minutes of the Meeting held 13<sup>th</sup> August 2012.

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

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

Minute No. 5.1: Register of Members' Interests: Interest Forms, with signatures blanked out have been posted on the SNC Website.

Minute No. 7.2.1: Pigsties: Request for hire of a mini skip to help clear away debris, with the assistance of a Working Party. The minimum cost for a 2 yarder skip is £75 + vat.

**Agreed:** In the spirit of community engagement, to approach the Base re. assistance with transport and labour.

**Action:** the Clerk

Minute 11.3: Community Response Plan: In response to an article in the Newsletter, Mr Paul Harper of Pimlico Farm has offered equipment and personnel in the event of an emergency, including help in times of heavy snow.

Individual copies of the Emergency Response Plan were issued to Members.

**Other:**

- i) Svb Village Networks: The Mobile Exhibition Vehicle is not yet available.
- ii) Overgrown roadside Hedge on eastern side of Portway: Request for it to be cut back.  
**Agreed:** To contact NCC.  
**Action:** Cllr Tomlin
- iii) Clerk's Holiday: 12<sup>th</sup> September - 17<sup>th</sup> September 2012. Thank you to Cllr Robbins for dealing with Cemetery enquiries.

**6 Casual Vacancy:**

- 6.1 To consider expressions of interest:  
Two expressions of interest had been received. One of the candidates was present.  
**Agreed:**
  - i) To ask candidates to submit a supporting statement
  - ii) To call a Special Meeting in 2 weeks' time to consider expressions of interest.**Action:** the Clerk

**7 Finance Matters:**

- 7.1 Receipts & payments and balance of bank accounts 03.09.12:  
Barclays: Community Account: £892.05; Business Direct Access: £15,558.46
- 7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat	Note
102342	S Chessum	Mortar mix - pigsties at Allotment	£17.34	£2.89	To Ratify
102343	A H Contracts	Inv. 6322 dog waste bin emptying	£24.00	£4.00	
102344	Texprep	Inv. 19609 newsletter	£66.80		
102345	M Dempsey	Inv. 949 Grasscutting	£1,130.00		
102346	Anglian Water	Water bill Cemetery Feb - Aug12	£22.89		Note 1.
102347	BDO LLP	Inv. 1125118 Audit YE 31.03 12	£162.00	££27.00	
102348	A Le Druillenec	Salary Month 6	£315.95		
102349	HMRC	Tax Month 6	£71.80		
102350	A Le Druillenec	Domain Registration	£7.20	£1.20	

Note 1. Water Bill Cemetery: Includes a credit in the sum of £7.11.

The Account for the Allotments Water was in credit in the sum of £8.36, which would be carried forward to the next bill. **Noted.**

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

- 7.3 To note Receipts:

Date	Payee	Description	Amount
01.09.12	Tenant	Allotment Plot No. 26	£11.00

**Noted.**

- 7.4 Unmetered Supplies - Footway Lighting: Amendments to Charge Code ratings: (For Information): Circuit watt ratings for 8 of the most common charge codes have been revised. The changes came into effect on 1<sup>st</sup> April 2012. The circuit watt rating for 6 of the 56 lamps operated by Croughton Parish Council has been lowered and will lead to a slight decrease in the annual electricity consumption.  
Other charge codes are to be reviewed next year.  
**Noted.**

**8 Planning:**

- 8.1 Applications: None.

- 8.2 Notices of Decision:

8.2.1 Application No. S/2012/0890/DEM                      PRIOR APPROVAL NOT REQUIRED  
Proposal: Demolition of building 140 (existing medical/dental clinic)  
Location: Royal Air Force 422 CES/CEPM RAF Croughton Brackley  
<http://snc.planning-register.co.uk/plandisp.aspx?recno=67447>

8.2.2 Application No. S/2012/0782/FUL REFUSAL  
 Proposal: Conversion of redundant stables to dwelling  
 Location: The Stables, Croughton House West, Church Lane, Croughton  
<http://snc.planning-register.co.uk/plandisp.aspx?recno=67270>

8.2.3 Application No. S/2012/0783/LBC REFUSAL  
 Proposal: Conversion of redundant stables to dwelling  
 Location: The Stables, Croughton House West, Church Lane, Croughton  
<http://snc.planning-register.co.uk/plandisp.aspx?recno=67270>

8.2.4 Application No. S/2011/0888/FUL APPROVAL  
 Proposal: Replacement detached double garage with bathroom and room/storage areas within roofspace  
 Location: Yew Tree House, Park End, Croughton  
<http://snc.planning-register.co.uk/plandisp.aspx?recno=65106>

- 8.3 SNC Energy Efficiency and Renewable Energy SPD: To comment on the Consultation draft:  
 Deadline for representations: 12<sup>th</sup> October 2012.  
**Agreed:** To defer to the next Ordinary Meeting of the Parish Council to be held on 8<sup>th</sup> October 2012.  
**Action:** the Clerk (Agenda item)

**9 To consider Training needs:**

None.

**10 Risk Assessment of Public Sites and Lighting Stock:**

10.1 Update:

10.1.1: Allotments: Report received 5<sup>th</sup> September 2012: **No actions proposed.**

10.1.2: Seats: Repairs completed 23<sup>rd</sup> August 2012.

10.1.3: Footpaths: Outcome of Street Doctor reports:

All had been investigated:

7 No. Works orders had been raised

13 repairs had been completed

2 reports did not merit action

1 defect had been unlocated (loose kerb stones at 7 High Street)

1 report was under investigation

3 reports had been referred to other agencies

10.1.4: Yew tree interfering with cables near VAS device at Park End:

**Action:** Cllr Tomlin

**Noted.**

**11 Action Plan 2012/2013:**

11.1 Councillor Actions:

11.1.1 Allotment Gardens:

a) To consider the Report of Site Meeting held 20<sup>th</sup> August 2012: (previously circulated)

i) Individual Allotment Plots:

Actions had been followed up.

The Tenants of Plot Nos. 6 and 19 had informed the Clerk of their wish to each relinquish their tenancies. The Clerk had placed a Notice on the Allotments Notice Board informing current tenants of the opportunity to swap their existing tenancies for either of Plots Nos. 6 or 19. Deadline for requests was 17<sup>th</sup> September 2012. Prospective tenants on the Waiting List would be contacted as appropriate and in accordance with the Allotments Gardens Policy adopted 14<sup>th</sup> November 2011. **Noted.**

**Action:** the Clerk

ii) General issues:

Condition of Allotment Wall: Preliminary enquiry to Viridor Credits in respect of an application for funding had been made by Cllr Tomlin. Response was encouraging. Eligibility was dependent upon submission of completed application form.

**Action:** Cllr Tomlin

Trimming of Ivy: (11.1e) below refers)

b) To consider a request (verbal) from the tenant of Plot 15 to divide the plot in half and to retain the tenancy of one half:

The Tenant had subsequently advised the Clerk that he wished to withdraw his request.

**Agreed:** To accept that the Tenant had reconsidered his situation and did not wish to downsize.

c) To Note the current Waiting List: 4 names were listed. **Noted.**

d) To approve the revised rent tariff from 2013:

*Cllrs Bodley-Scott and Coles had declared an interest and took no part in either the discussion or the vote.*

Half year Allotment Rents effective as from 1<sup>st</sup> April 2013

Current Rent	2.5% increase	Total	Proposed rent
£13.20	+ £0.33	£13.53	£13.60
£6.60	+ £0.17	£6.77	£6.80
£11.00	+ £0.28	£11.28	£11.30
£5.50	+ £0.14	£5.64	£5.65
£8.25	+ £0.21	£8.46	£8.50

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Cash to Approve the proposed rents effective as from 1<sup>st</sup> April 2013.

**Action:** the Clerk (inform Tenants)

**Agreed:** That long term costs were required in order to factor in higher rent increases in the future.

e) To consider a quotation for work to trees, bushes and ivy: A quotation was awaited. Cllr Tomlin was hoping to meet the contractor on site to discuss the works.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Coles to acquire a quotation to a maximum of £150 per day for work to remove the ivy from the allotment wall.

**Action:** Cllr Tomlin

11.1.2 Website: Development and Sponsorship:

a) To consider training offered by Northants ACRE: (information previously circulated)

**Noted.**

b) Website CHAT facility was suggested as a means of supporting a Youth Group.

## 11.2 Policies, Plans and Procedures

11.2.1 Training Statement of Intent: To review the Policy: (previously circulated)

**RESOLVED:** It was proposed by Cllr Bennett and seconded by Cllr Cash to make no changes to the current Training Statement of Intent.

11.2.2 To review sponsorship of the Newsletter: An article inviting sponsors to come forward had been published in the September 2012 issue of the Croughton Parish Newsletter.

## 12 Statutory Matters:

12.1 Conclusion of Audit for YE 31<sup>st</sup> March 2012:

12.1.1 To Accept and Approve the Annual Return:

(Minute No. 5.1, 2.3 of CPC Meeting 13<sup>th</sup> August 2012 refers)

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Davies to Accept and Approve the Annual Return for YE 31<sup>st</sup> March 2012.

12.1.2 To Note the Report of the External Auditor:

There were no issues arising. **Noted.**

The Clerk advised that the Conclusion Notice together with the relevant information (Sections 1-3 of the Annual Return) had been posted on the Parish Noticeboards on 15<sup>th</sup> August 2012 for the statutory period. **Noted.**

12.2 Audit Commission: To Note the appointment of BDO LLP as external auditor to audit the Annual Return of Croughton Parish Council for 5 years from 2012/2013: **Noted.**

**13 Highway Matters:****13.1 Carriageway resurfacing: Update:**

13.1.1 B4031: Mrs Debbie Thorne, Asset and Traffic Management Manager, Transport and Highways, NCC had advised as follows:

- i) The B4031 Croughton is included on a list of potential schemes presently under review by the Structural Maintenance and Area Teams
- ii) A shortlist of sites is to be drawn up once site reviews are completed (October 2012)
- iii) Schemes reaching the shortlist will be selected and prioritised
- iv) A programme of selected schemes will be developed, comprising short term maintenance schemes prioritised for 2013/2014, or medium term maintenance commencing from 2014.

**Noted.**

13.1.2 Wheelers Rise: Cllr Sawbridge had, on behalf of the Parish Council's protestations in respect of alleged concrete surface and potholes, further taken up the matters with Mrs Helen Howard, Community Liaison Officer (Highways), NCC who then referred this to the Maintenance Area Team.

**Noted.**

**13.2 Parking Issues: Update:**

Cllr Tomlin reported on the efforts to improve the parking situation in Park End for both the Co-Op and residents both on road and in the layby. The County Council was currently reviewing parking sites and enquiries of the Officer had been timely.

The Parish Council discussed the following:

- i) Restricted parking between 8 a.m. and 6 p.m. by the Co-Op store and Park End Works: The NCC Officer had advised that enforcement would not be a problem, but that permits for residents were unworkable.
- ii) Designation of the layby as a bus stop:
- iii) Consultation with residents

**Agreed:** To pursue further by arranging a site meeting with the Traffic Regulation Officer, NCC to discuss issues and come up with proposals.

**Action:** Cllrs Tomlin, Cash and Davies

**13.3 Speedwatch: Report on Training session held 4<sup>th</sup> September 2012:**

Cllrs Bennett and Coles had attended the training along with 4 other volunteers from Croughton and others from partners, King's Sutton. The first session had taken place on 5<sup>th</sup> September at Blenheim and it was hoped that Portway would also be used.

The scheme would be a pilot scheme in anticipation of a re-launch in 2013 when a fee, linked to the supply of VAS data, would be introduced.

**13.4 To consider a request, on safety grounds, for the protruding kerb at 51 High Street to be painted in order to make it more visible:**

**Agreed:** To support the request.

**Action:** Cllr Tomlin (report to Street Doctor)

**14 Youth Development:****14.1 To consider next steps following Guest Speaker, Mr Iain Anderson's report:**

**Agreed:** That progress was encouraging.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded to Cllr Davies to affiliate to the Northampton Association of Youth Clubs by payment of a subscription in the sum of £35.00.

**15 Correspondence:****15.1 Northants CALC Governance Arrangements: (previously circulated) Noted.****15.2 Northamptonshire Transportation Plan - Thematic Transport Strategies**

Consultation: (information previously circulated)

**Agreed:** To consider at the next Ordinary Meeting of the Parish Council to be held on 8<sup>th</sup> October 2012.

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

**15.3 Northants ACRE: Invitation to attend AGM 12<sup>th</sup> September 2012: Noted.**

15.4 Northants Police: Have Your Say: (previously circulated) **No comments.**

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

16.1 VAS Data Analysis Programme: Cllr Bennett had received the data analysis programme from Mr Keith Ramsay and would run off the data for the next 6 months.

**Agreed:** To thank Mr Ramsay for his work.

**Action:** the Clerk

**17 To receive items for the next Parish Council Meeting - Monday 8<sup>th</sup> October 2012:**

**None.**

The Meeting ended at 8.45 p.m.

Signed: \_\_\_\_\_ Date: 8<sup>th</sup> October 2012  
Chairman