

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 14th November 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 Trevor Davies
Councillor Lesley Ramsay
Councillor Rob Robbins
Councillor Brian Tomlin

Absent: No-one

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To invite Declarations of Interest:

None.

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

3.1 Agenda item 14.1: Application No. S/2011/1280/FUL and S/2011/1281/LBC:
The Chairman invited Members of the Public to speak to this item.

Mr Tim Smart, speaking on behalf of those residents of Church Lane who were present, expressed his strongly held objection to the proposal on the following grounds:

- i) The proposed demolition of the historical dry stone wall in order to create access: The wall is an impressive feature of this attractive locality within the Conservation Area. The wall is designated an Important Wall. Church Lane is narrow; there would be a risk of collision; HGV vehicles use the lane to reach the farm at the end. Alternative safe parking is available to the rear and on the south side of the property. Outbuilding might be converted into a garage.
 - ii) The application is incomplete. The name of the owner is missing.
 - iii) Croughton House is a Grade II Listed Building and from a Conservation Area standpoint is part of a single unit which also includes Croughton House West and the stable block (to which there is no reference in the application), as well as the surrounding wall. The application should not be dealt with in a piecemeal fashion.
 - iv) The application should be withdrawn to allow consideration of objections raised and priority given to the ruinous and dangerous state of the stable block.
- Mr Smart asked that Croughton Parish Council take his comments into account.

Mr Jeremy Preston commented as follows:

- i) The wall formed part of the curtilage of Church House and Church House West. The proposal would drive a 25 foot hole through the wall, creating a scar for no logical reason whilst existing car parking space could be used.
- ii) There were few listed houses in Croughton and they should be maintained.

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Mrs Elizabeth Wilson cited:

i) The potential dangers of reversing in and out of the proposed parking area on to a blind corner. Pedestrians, horses, cycles and other vehicles all used Church Lane.

Mr John Lombard made the following observation:

i) There were holes at other points in the wall. Access would be within the curtilage of the house.

In response Mr Smart explained that it had been necessary, a generation ago, to break through the wall in order to build Park Lodge, No 9 Church Lane, but that, in the case of Croughton House West, the demolition of a large chunk of wall was not necessary for the purposes of creating parking space as parking was already available to the rear.

Mrs Rebecca Ward considered that the size of the proposed hole in the wall was of significant proportions and that over time the importance of the Conservation Area becomes increasingly apparent.

End of Public Participation item.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Tomlin to alter the order of business to take item 14.1.1 before Agenda item 4.

14.1.1 Planning Application:

Ref: S/2011/1280/FUL and S/2011/1281/LBC

Proposal: New front porch, replacement window and French doors, new opening to north section of garden wall and extension of west side garden wall and associated works

Location: Croughton House West, Church Lane, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65639>

The Parish Council had received letters of objection from 3 residents.

The Chairman invited comments on the application from Members of the Council.

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

1. Insufficient information: The application is considered to be incomplete and misleading, and difficult to comment upon as a result. The adjacent site is not shown and the proposal has been put forward in isolation and not as part of the whole site. The application neither makes reference to the stable block that stands within the curtilage of the site nor to how the proposals might impact upon this structure.

The Parish Council is of the view that any proposal should be considered in relation to the whole site and for any development to be project managed as part of an overall plan.

2. The situation context: The site is within the Conservation Area within one of the most attractive parts of the village. It is a special site in which there has been general interest. The Parish Council has received letters of concern in respect of the proposals from parishioners. Residents have also expressed their concerns in person at the Parish Council Meeting. The Parish Council's grounds for objecting to the proposals reflect these local written and verbal concerns.

3. Significance of the removal of a large section of Important garden wall to create access to proposed parking area: The likelihood of vehicles reversing in and out of the proposed parking area will create highway safety concerns and potential hazards for all forms of traffic - pedestrian, vehicular, equine and cycle - which use Church Lane.

Two parking spaces serving a large house would seem to be inadequate and will lead to parking by visitors outside the property along the narrow road.

Space for a greater amount of alternative and safe off road parking could be made available to the rear and side of the property and the Important Wall left in situ without detriment to the surroundings.

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4. Extension of the wall on the west side of the garden: The Parish Council queries the reasons for this proposal.

The Parish Council has NO OBJECTIONS to the proposed changes to the House except where they are not seen in terms of the conservation and historical status of the property and as part of the integrity of the site.

4 To approve the Minutes: (previously distributed)

4.1 Meeting held 10th October 2011:

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Cash to approve the Minutes of the Meeting held 10th October 2011.

4.2 Meeting held 24th October 2011:

REOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Bodley-Scott to approve the Minutes of the Extra Ordinary Meeting held 24th October 2011.

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

5.1 Clerk's Report: (previously distributed)

5.1.1 Meeting held 10th October 2011:

Minute 5.1: SNH Portaloo: Further works to SNH properties is being carried out between 24th October and 21st November 2011. SNH was granted permission to erect a secure compound, to include the Portaloo, for the period of the further works.

Minute 8.4: Sign for Allotments: Cllr Tomlin to organise the installation.

Minute 9.4: Extension of Plot 20: This is underway. Since the consultation deadline 2 more tenants have returned their reply slips in favour of incorporating the amenity area into Plot No. 20.

Minute 13.4: Draft Oxfordshire Minerals and Waste Plans consultation: A response was submitted on 31st October 2011. Copy held on file. The response has been acknowledged and allocated ID number 661 on the OCC consultation system. All the comments received on the consultation draft strategy will be taken into consideration by Oxfordshire County Council in the preparation of the next stage of the Minerals and Waste Plan for Oxfordshire. OCC intends to publish the plan for comment and subsequent submission to the Government as early as possible in 2012. An independent examination of the plan will then be held by a Government appointed Inspector before a final plan is adopted.

Minute 15.3: Extension of 30 mph speed limits at Brackley Road and Portway: Mr Dave Ward, Traffic Orders Section, NCC has advised that this is being funded from the current budget and his expectation is that implementation will be by the end of March 2012.

5.1.2. Other:

i) Parish Enhancement Gang: The Gang worked in Croughton w/c 10th October 2011.

ii) The Localism Bill: Completed its passage through Parliament on 8th November 2011. Many of the provisions will come into effect from 1st April 2012.

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £2,626.18 (07.11.11) Standard Life: £18,969.24 (07.11.11)

6.2 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102268	A H Contracts	Inv 5764 dog waste bin emptying	£24.00	£4.00
102269	Texprep	Inv 19077 Newsletter	£66.80	
102270	Edge Signs	Inv 2423 Allotments sign	£54.00	£9.00
102271	Northants CALC	Inv 3122 Budgeting & Precepting course 04.10.11	£29.00	

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Cheque No.	Payee	Description	Total	vat
102272	A Le Druillenec	Salary Month 8	£310.15	
102273	HMRC	Tax Month 8	£77.60	
102274	A Le Druillenec	Mileage collection of sign	£8.28	

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

For Information: Grasscutting: A final invoice for the season will be submitted in December, to include the single cut (Sportsfield) carried out in November. **Noted.**

6.3 To note Receipts:

Date	Payer	Description	Amount
Oct 2011	Tenants	Allotment Rent	£217.70
03.10.11	Banbury Memorials	Inscription Plot 837	£20.00
02.11.11	HMRC	VAT refund 18.03.11 - 31.08.11	£539.69

Noted.

6.4 To Authorise, upon receipt of invoice, payment to E.ON in the sum of £1,093 +vat in respect of replacement column for Lamp no 41:

The Clerk had been advised that the work was scheduled for w/c 7th November 2011. Residents who initially reported the fault, have been informed and are grateful to the Parish Council for the decision it has taken.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to authorise settlement of invoice in respect of replacement column for Lamp No.41.

Action: the Clerk

6.5 Budget 2012/2013: To consider requests:

Item	Amount	Notes
Allotment Wall- rebuild sections	£3,000	£2,000 held in reserves
¹ Footway Lighting - low energy lamps	£1,500	Action Point: Additional lamp opposite 16 High Street, near School
Website-technical improvements-speed upgrade	£300	
Neighbourhood Planning	£250	
Emergency Plan - trial enactment	£200	
Parking spaces - land at Reading Room		
Election costs	£50 - £100	
Ledger - Exclusive Rights of Burial	£100	
Defibrillator Kit	£300	
Dog Waste Bins		

¹Lamps obscured by vegetation: Lamp No. 7 and Lamp outside Yew Tree House.

6.5.1 To note correspondence in respect of Dog Waste services:

Contractor A: £1.50 per bin per empty for 3 year period as from 1st April 2012.

Contractor B: £2.50 per bin per empty for 8 year period as from 31st March 2012.

The current Agreement at a rate of £2.50 per empty for dog waste services between the Parish Council and Contractor B terminates on 31st December 2012.

Noted.

7 Grasscutting Agreement 2012:

To agree to enter into a grasscutting agreement with NCC in return for a contribution of £497.79:

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Davies to enter into the Agreement.

Action: the Clerk

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8 Training:

8.1 To identify Training needs: Neighbourhood Planning.

8.2 Reports:

8.2.1 Council Tax Setting Process Training held 11th October 2011: Cllr Bodley-Scott reported on an informative session attended by Cllrs Gelder, Bodley-Scott and Tomlin.

8.2.2 Tree Warden and Parish Paths Get Together held 2nd November 2011: Cllr Bodley-Scott reported on the session. The role of Tree Warden needed clarification. Mr Paul Jones, Parish Paths Warden had also attended the session.

9 Allotments: (Action Plan Objective)

9.1 To approve the Allotments Document comprising Tenancy Agreement, Tenancy Rules and Allocation Policy: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Cash to adopt the Allotments Document.

9.2 To decide which month's Retail Price Index shall be used to calculate Allotment Rents:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash to use the RPI published in the month prior to the Parish Council Meeting in September as a basis for discussion rather than an absolute factor in determining the Allotment Garden rent increases.

9.3 Waiting List: Update:

9.3.1 Allotments Site Meeting held 18th October 2011: Attended by Cllrs Bodley-Scott and Coles, and the Clerk.

Agreed:

i) To retain Plot 8 as a full size plot.

ii) To split Plot 4 into 2 half plots.

9.3.2 Effect on Waiting List: 3 new tenants offered plots. 4 Tenants remain on Waiting List.

9.4 Pig sties: Update:

9.4.1: 2 expressions of interests had been received from a tenant and a person on the Waiting List.

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Davies to permit the Allotment Tenant to use a pigsty for storage purposes at no charge.

Agreed: To restrict the use of the pigsties for storage purposes to existing tenants only.

Action: the Clerk (advise both applicants accordingly)

9.4.2: A third tenant had offered to repoint the rear wall of the pigsties subject to the Parish Council supplying any materials.

Agreed:

i) To accept with thanks the offer of the tenant.

Action: the Clerk

9.4.3: Parking issues:

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

10 Cemetery: (Action Plan Objective)

10.1 To approve the Cemetery Policy: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to adopt the Cemetery Policy with effect from 15th November 2011.

10.2 Garden of Remembrance:

10.2.1 To consider quotations for paving slabs:

Supplier A. Quotation 1: 34 slabs size 18inx18in: £283 + vat

Supplier B. Quotation 2: 2 rows of 20 slabs size 450mmx450mm: £390 + vat

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Davies to proceed ordering a total of 40 slabs from Supplier A on the basis of Quotation 1.

10.2.2 To approve materials and design:

Materials: 2 examples of slabs were on view.

Agreed: To infill between slabs with pea gravel.

Design: 2 rows with a walk-in space of 18in between each row. ½in - ¾in space to separate each slab.

Agreed: To make a final decision on site.

Action: All Councillors

11 Community Engagement Strategy: (Action Plan Objective)

11.1 To review the Strategy: (previously distributed)

Agreed: To form a Working Group to review the Strategy and make recommendations.

Action: Cllrs Gelder, Bodley-Scott, Davies and Ramsay.

11.2 To consider Participatory Budgeting:

Cllr Cash explained the procedure - Parish Council pre allocates a specific amount and invites the community to suggest how this sum shall be used.

Agreed: To consider as part of the review.

11.3 To consider an email cascade for dissemination of information:

Agreed: To consider as part of the review.

12 Emergency Plan: (Action Plan Objective)

12.1 To address key issues and action points:

Agreed: To issue signed off copies of the Plan to Members of the Parish Council.

Action: Cllr Gelder (signed off page, red folders); the Clerk (issue copies of Plan)

13 Statutory Matters:

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

13.1.1 To follow up agreed actions: (Minute No 12. Meeting held 12th September 2011 refers)

Public Area	Action
A. Allotments	
1. Access to Pocket Park gate	Sign purchased. Installation in hand (Minute Nos. 5.1 & 6.2 refer)
2. Ash trees	In progress
3. Wall: repoint, repair, Insurance cover	Cllrs Robbins and Tomlin: Acquire quote Advice Noted - inspect, winter scrutiny, record keeping. Action Plan objective. Budget request 2012/13 (Minute No. 6.5 refers)
4. Plot 20 modifications	In progress
5. Pigsties	Allocation basis Agreed. (Minute No. 9.4 refers) Repointing in hand.
B. Bus Shelter Notice Board	Completed
C. Mill Lane Ford surface	Completed
D. Footpaths	All new risks reported to Street Doctor

Noted.

14 Planning: (item 14.1.1 transacted following item 3)

14.2 **Notices of Decision:**

14.2.1 Appeal Decision: APP/Z2830/A/11/2158957 **ALLOWED**

Planning permission is granted for 3 garden tool sheds at 17, 19 & 21 Park End, Croughton in accordance with the terms of the application Reference: S/2011/0520/FUL.

Noted.

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- 14.3 Consultation on Neighbourhood Planning Regulations: Deadline 5th January 2012
<http://www.communities.gov.uk/publications/planningandbuilding/planningregulationsconsultation>
 (Document in circulation)
Agreed: To defer consideration to next Ordinary Meeting of the Parish Council to be held 12th December 2011.
Action: the Clerk (Agenda item)
- 14.4 Northampton Borough Council: Publication of Schedule of Focused changes to the pre-Submission Draft Northampton Central Area Action Plan DPD: To consider making representation, on the grounds of soundness or legal compliance, to the published focussed changes to the CAAP: Revised Deadline 22nd December 2011
www.northampton.gov.uk/consultation
No Comments.
- 14.5 Onshore Wind Farm Policy: Update from Andrea Leadsom MP held 10th November 2011: For Information: Attended by Cllrs Gelder and Tomlin. Cllr Gelder summarised the briefing as follows:
- i) 10% reduction in subsidy to windfarms
 - ii) Test of validity to satisfy Government criteria and windiness of area
 - iii) Local Authorities need to demonstrate how they will contribute to energy production
 - iv) Significance of Neighbourhood Plans in relation to Wind Farm proposals.
- 15 Website:** (Action Plan Objective)
- 15.1 To review content/addition of new pages:
Agreed:
 i) To post Allotments and Cemetery Documents on Parish Council Documents page
 ii) To create a separate Allotments page within the Amenities page with a link to the Parish Council Documents page.
Action: the Clerk (i); the Webmaster (ii)
- 16 Astwick Liaison Group:**
- 16.1 To receive a report of Meeting held 12th October 2011:
Agreed: To defer to next Ordinary Meeting of the Parish Council to be held 12th December 2011.
Action: the Clerk (Agenda item)
- 17 Village Event 2012:**
- 17.1 To receive an Update: Cllr Bodley-Scott reported on the Meeting held 3rd November 2011. Planning was being co-ordinated to avoid overlapping. Suppliers were being booked. Support was forthcoming from individuals and the Base.
 Date of next Meeting: 7th December 2011
Agreed: To consider releasing designated Parish Council funds to the Committee in support of preparations for the Event.
Action: the Clerk (Agenda item)
- 18 Andrea Leadsom, MP:** To consider topics for potential meeting:
 Topics put forward:
 i) Update on HS2
 ii) Localism Bill
 iii) Sustainable energy supplies e.g. Bio Mass
Action: the Clerk (Contact Andrea Leadsom's office)

- 19 Little Brook Ward Meeting: 16th January 2012:** To suggest items for the Agenda:
Agreed: To request that Sue Smith, Chief Executive is invited to speak on the shared arrangements between South Northamptonshire Council and Cherwell District Council
Action: the Clerk (make request to the host, Evenley Parish Council)
- 20 Correspondence:**
- 20.1 To Consider:
20.1.1 The Local Government Boundary Commission: Electoral Review of Northamptonshire: Closing date for submissions: 5th December 2011: www.lgbce.org.uk (Note on consultation process previously distributed)
- It was **Noted** that Cllr Sawbridge was in favour of the proposed reduction in the number of County Councillors for reasons of representational consistency, despite having the effect of reducing the number of Divisions in the south of the county from 9 to 7, and of reorganising some existing Divisions, including the one he represented.
Agreed: Not to respond to this stage of the consultation
- 20.2 For Information:
20.2.1 Community Action Grants: **Noted.**
- 21 Any Other Business: For Information and at the discretion of the Chairman:**
- 21.1 Brackley Road Improvements:
Agreed: To send a letter of thanks to Rowler Estate.
Action: the Clerk
- 21.2 Low overhead road sign by School: Health and Safety issue:
Agreed: To report to Street Doctor
Action: Cllr Tomlin
- 22 To receive items for the next Parish Council Meeting - Monday 12th December 2011:**
- i) Budget 2012-2013 (30 mins. time slot)
 - ii) Data from VAS devices
 - iii) Calendar of Meeting 2012

The Meeting ended at 10.10 p.m.

Signed: _____ Date: 12th December 2011
Chairman

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