

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 12th January 2015 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 Pamela Gelder
Councillor Rob Robbins

Absent: Councillor Penny Forbes

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: The Chairman announced that, 'Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted'.

SNC Public Notice was on display.

Information entitled 'Filming, recording and use of social media at Council meetings' was available to members of the public attending the meeting.

- 2 To Receive Apologies and Approve the Reasons for Absence:**

Cllr Forbes: Not well

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to Approve the reason for Absence submitted by Cllr Forbes.

- 3 To Receive Requests for Dispensations:**

None.

- 4 To invite Declarations of Interest:**

Cllr Robbins declared an interest in Item 12.1.1: Application No. S/2014/2403/FUL.
Reason: Family connection to Client named on the Arboricultural Impact Assessment.

Cllr Coles declared an interest in Item 12.1.1: Application No. S/2014/2403/FUL.
Reason: Family connection to Applicant and Agent named on Application form.

- 5 Public Participation:** Members of the Public may speak to Agenda items:

Mr Jeremy Preston: Item No. 12.1.1: Application No. S/2014/2403/FUL: Mr Preston presented his case.

i) Reasons to Object: The wall was in an important part of the village, in the Conservation Area and formed part of the curtilage of a Grade II Listed Building.

ii) Context: Mr Preston referred to breaches of planning control and policy related to previous planning proposals at Croughton House West where the Planning Authority had issued an Enforcement Order, and at The Stables where fencing areas had appeared in the field.

iii) The Application:

a) Highway Report: Misleading in terms of the type of access for the proposed opening of 3m - Pedestrian or vehicular?

b) Tree Report: Mentions a new vehicular access and new driveway

c) Inaccuracy of the Design & Access Statement:

d) Maintenance of the field: In the previous 2 years there had been no cuts.

e) Main Sewer: Information was not correct.

f) Village Storm Water: Currently this was well catered for under a system that had been in place for the previous 8 years.

g) Ownership Access: Access exists via The Stables

h) Aperture: details incomplete

i) No correlation between the site plan and Tree report.

In Summary: The need for the application had been 'engineered'.

The Chairman thanked Mr Preston for his presentation.

6 To Approve the Minutes of the Parish Council Meeting held 8th December 2014:
(previously distributed)

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Approve the Minutes of the Meeting held 8th December 2014.

7 Matters Arising from item 5 not on the Agenda: For Information:
7.1 Clerk's Report: (previously distributed)

Minute No. 6.1: Lighting Repairs: Lamp Nos. 18, Mill Lane; Lamp No. 54, Blenheim; and Lamp No. 7 adjacent to 6 High Street were found not to be working at 6th January 2015. Thanks to Cllr Tomlin for checking on these outstanding faults. E.ON has been made aware. The Clerk has requested post inspection feedback on any parts required to rectify faults so that we are aware that the fault has been investigated. The 3 year clean and change programme has been carried out. There were no recommendations arising.

Minute No. 7.5: NCC Mowing Agreement: Received. NCC had advised that the contribution for 2015 would be the same as for 2014 (£497.79), 'but that this amount may be reduced due to budget cuts', in which case the Parish Council will be informed.

Noted.

Minute No. 8.1: Payments Budget 2015/2016:

Dog Waste Bin usage: The Clerk has made an enquiry into levels of usage.

Grasscutting: Prices will remain the same as for 2014.

Minute No. 10.1: Training: SNC Clerks' Briefing, Local Elections: Clerk to attend. Cllr Davies has a place on the Digital by Default session on 18th February 2015.

Minute No. 11.2.1.2: Highways: Share funding for traffic throttle: Cllr Tomlin has been advised by Helen Howard, Community Liaison Officer, Northants Highways that she will discuss the idea with the engineer to see what may be possible.

Minute No. 11.4.2: Local Council Award Scheme: CPC's request for Foundation Status has been registered with NALC by means of an online application which should be confirmed within the next couple of weeks.

Croughton is one of 7 Northamptonshire Councils who have so far expressed interest in the free Foundation status option.

2 places have been reserved for the briefing on 2nd February 2015.

Minute No. 12: Cemetery Ashes Plot:

Note: Please see Agenda item 15.1 for CPC Meeting 12th January 2015.

Following the Meeting held 8th December 2014 the resident declined the offer of a plot alongside the existing end of row unoccupied plot and has put in a new request which differs slightly from his original request for a plot in the Memorial Garden.

Minute No. 13: Little Brook Ward Meeting: 19th January 2015 Evenley:

Kirsty Buttle is the new Clerk to Evenley Parish Council.

A request for an Agenda item on the Local Elections May 2015 (elections timetable and what we can do/are doing to promote interest) has been submitted.

Agreed: To prepare a briefing for the Ward Meeting.

Action: Cllr Gelder

Minute 151: Death of Lady Juliet Townsend: A letter of condolence to Cllr Townsend had been sent.

2. For Information:

i) Cross border arrangements: Housing developments in Oxfordshire

ii) SNC Joint Working Proposals (Press Release 18th December 2014)

iii) Viridor ERF: Update 24th December 2014.

3. Events:

i) RAF Croughton: the Base and its future activities: Briefing 3 p.m. on 16th January 2015

ii) snvb: Presentations: Special Constables & SNC Local Plan: 2-4 p.m. on 15th January 2015

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts: To Note:

Community Account: £2,308.03 (05.01.15)

Business Direct Access Account: £22,060.83 (05.01.15)

8.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat	
DD	BT plc	Telephony Bill Q023 RF	£357.15	£59.52	To Ratify
102573	A H Contracts	Inv. 7737 dog waste bin emptying	£24.00	£4.00	
102574	Texprep	Inv. 21100 newsletter	£66.30		
102575	E.ON	Inv. 051913 Lighting Maintenance Q3	£246.73	£41.12	
102576	E.ON	Inv. 051242 Fault repair Lamp No. 28	£28.16	£4.69	
102577	E.ON	Electricity Oct-Dec14	£418.02	£69.67	
102578	SLCC	Membership 2015	£42.00		
102579	Reading Room	Room Hire 15 th December 2014	£25.00		
102580	A Le Druillened	Salary Month 10	£320.02		
102581	HMRC	Tax Month 10	£80.20		

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Gelder to Approve the Payments.

8.3 To note Receipts:

Date	Payee	Description	Amount
01.12.14	J & M Humphris	Memorial Inscription Plot 733A	£25.00
06.12.14	NCC	S136 Mowing Contribution 2014	£497.79
15.12.14	Sponsor	Croughton News Oct14-Sep15	£695.60
29.12.14	J Funnell	Advert Dance Addiction	£10.00

Noted.

9 Internal Controls:

- 9.1 To Note the Internal Controls Report for Q3:
(ICC Report; Budget Monitoring Report to 31st December 2014 previously distributed)

The Chairman thanked Cllr Bennett for her Report.
There were no issues arising.
The Reports were **Noted**.

- 9.2 To consider the Effectiveness of System of Internal Audit: (paper previously distributed)

Agreed:

- i) To update section C to include Local Elections briefing held 24th November 2014 and attended by Cllr Gelder.
- ii) That the System of Internal Controls was satisfactory in terms of comprehensiveness and effectiveness.
- iii) To make no recommendations to the current System of Internal Audit.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to **Note** the Paper.

10 Budget 2015/2016: (draft Receipts and Payments Budget; Reserves table; previously distributed)

Prior to considering the budget the Council **Noted** that a draft Budget of £22,998 and draft Receipts Budget of £5,511 would result in a 2.43% increase over 2014/2015 on Council Tax for a Band D property.

In view of the anticipated 1% increase in the Consumer Price Index this Principle was not considered to be acceptable.

The Council reviewed the draft Budget to make a reduction of approx. £250 in order to calculate an increase in the Council Tax for a Band D property of 1%.

- 10.1 To draft a Payments Budget:
Draft Payments Budget: £22,998.

Agreed:

Category 1.3: Allotment Wall: To set a budget of £1,000.

Category 4.1: Electricity: To reduce the budget of £1,700 by £300.

Category 4.2: Street Light Maintenance: To retain £200 in the budget of £1,100 for repairs not covered by the maintenance agreement.

Category 7.5: Office Equipment: To make no adjustments. To set a nil budget.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Davies to set a Payments Budget for 2015/2016 in the sum of £22,698.

- 10.2 To draft a Receipts Budget:
Draft Receipts Budget: £5,511.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to set a Receipts Budget for 2015/2016 as drafted (£5,511).

11 Precept 2015/2016:

- 11.1 To Note the Tax Base for 2015/2016:
Tax Base for 2015/2016: 298.5

Noted.

- 11.2 To set the Precept for 2015/2016:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to set a Precept for 2015/2016 of £17,187.

Action: the Clerk (Notify SNC, the Billing Authority)

12 Planning:**12.1 Applications:**

12.1.1 No. S/2014/2403/FUL

Proposal: Access Gate

Location: Adjacent to No. 8 Park End, Croughton

Cllrs Coles and Robbins had each declared an interest and took no part in the discussion or vote.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to OBJECT on the same grounds as for the previous application (No. S/2013/0831/FUL).

The reasons were:

i) To preserve the integrity of this very old historical wall which is within the curtilage of a Grade II listed building.

ii) There already is in place an existing access to the paddock from the Stable Yard, obviating the need for the creation for an additional access.

iii) Highway Safety: An access at this point would be likely to create a traffic hazard.

12.1.2 No. S/2014/2466/FUL

Proposal: Proposed flat roof extension (including re-building existing dormer) to front elevation and proposed rooflights to front and rear elevations

Location: 6 Portway Drive, Croughton

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Gelder to ACCEPT the Proposal.

12.1.3 No. S/2014/2260/TCA

FOR INFORMATION

Proposal: Crown reduce one cherry tree by up to two metres and crown reduce one lilac tree by up to two metres

Location: 6 Church Lane, Croughton

Noted.**12.2 Notices of Decision:**

12.2.1 No. S/2014/2014/FUL

PERMITTED

Proposal: Change of use, recladding and extension of former agricultural building to B2 - vehicle restoration and retention of calor gas tanks (retrospective)

Location: Carls Classics, Manor Farm, Portway, Croughton

12.2.2 No. S/2014/1543/TCA

JUSTIFIED

Proposal: T1-Yew Tree, reduce height to 1.0 metre below gutter and shape;

T2-Sycamore, reduce northern crown by 2.5 - 3 metres

Location: Croughton House, Church Lane, Croughton

12.2.3 No. S/2014/2010/LDP

REFUSED

Proposal: Certificate of proposed lawfulness for a single storey rear extension

Location: 10 Park End, Croughton

Decisions were Noted.**12.3 Adoption of the West Northamptonshire Joint Core Strategy: To Note:**

(Notification of Adoption previously distributed)

West Northamptonshire Joint Strategic Planning Committee adopted the West Northamptonshire Joint Core Strategy Local Plan (Part 1) on the 15th December 2014.

The Inspector's Report was received on the 2nd October 2014 and concluded that the Plan was "sound", subject to Main Modifications. The Adopted Joint Core Strategy incorporates the Modifications recommended by the Inspector.

All documents can be viewed on the West Northamptonshire Joint Planning Unit's website at: www.westnorthamptonshirejpu.org

Noted.

13 Training:

13.1 To consider training needs: **None.**

13.2 To nominate a second representative to the NCALC Local Council Award Scheme Briefing to be held at 10 a.m. on 2nd February 2015:

Agreed: That either Cllr Tomlin or the Clerk attends the Briefing with Cllr Gelder.

14 Action Plan 2014/2015:

14.1 Councillor/Warden reports: **None.**

14.2 Councillor Actions:

14.2.1 Highway Issues:

14.2.1.2 Report of site Meeting with Bridges Team Leader, Northants Highways held 18th December 2014: Cllr Robbins reported.

Mr Raymond Price, Bridges Team Leader had advised Cllrs Robbins and Tomlin that further work to make good the unsatisfactory repair to one half of the wall was dependent upon funding being acquired.

Agreed: To write to Mr Price, thanking him for his promise to rectify the sub-standard workmanship.

Action: the Clerk

14.2.2 Life Saving Equipment Project:

14.2.2.1 To review the Defibrillator Awareness Session held 15th December 2014: Cllr Gelder reported.

The session had been attended by 24 people from a wide age range. The presentation had been very good and Mr R Tracey, Divisional Responder Manager, South Central Ambulance Service NHS Foundation Trust had given a clear, well explained presentation and demonstration of how to operate the equipment.

The Chairman thanked Cllr Gelder for organising the Awareness Session.

14.2.2.2 To discuss and agree a donation in the sum of £25-£30 to South Central Ambulance Service (League of Friends) in thanks for the Awareness Session:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to make a s137 payment in the sum of £30.00 to the South Central Ambulance Service.

14.2.2.3 To discuss whether to organise follow-on awareness sessions:

Feedback from participants had been very positive.

Agreed:

i) To hold an Awareness session once per year and to make a similar grant each time

ii) To hold the next session in September 2015

iii) To include this in the Action Plan 2015/2016.

Action: the Clerk (iii)

14.3 Community Engagement:

14.3.1 Affordable Housing: Update on outstanding issues: Cllr Tomlin reported.

i) One property is not occupied.

ii) Outstanding issues: Street Light; Trees; Drainage -responsibility yet to be determined. Cllr Tomlin was actively pursuing these matters.

14.3.2 Parish Council Elections Plan: Update: Cllr Gelder reported:

i) Newsletter article published in January issue of Croughton News

ii) Information posted on the website, together with a Q&A and links to documentation

iii) Open Evening to combine Elections and Emergency Response Plan to be arranged:

Agreed: To host an Open session on 23rd February 2015 (tbc)

Action: Cllr Bennett (Posters)

Other Suggestions to promote and recruit potential Councillors:

i) Instigate a dialogue via Croughton Chat

ii) Personal approach by Individual Members: To seek to encourage one person each to stand as a candidate in the local elections in May 2015

iii) Post Councillor profiles on the website

14.3.3 Broadband: Progress Report: Cllr Tomlin reported.
The target of sign ups had been fully met and Gigaclear was ready to proceed.
Cabinets would be installed - siting of these yet to be agreed.

14.4 Policies, Plans and Procedures:

14.4.1 To review Contracts for:

14.4.1.1 Dog Waste Services (expires 31st December 2015):

No action required at this stage.

14.4.1.2 Grasscutting:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to extend the Appointment of the current Contractor, Mr M Dempsey, by one year, to cover 2015.

Action: the Clerk

14.4.1.3 Lighting Maintenance:

Agreed: To chase up outstanding faults and keep the situation under review.

14.4.2 Action Plan 2014/2015: To Review: (previously distributed)

The following updates were **Noted**:

Part 1: Councillor Representative and Warden Updates:

i) Footpaths: ROW & Definitive Map Training attended by Warden 01Dec14;
Report CPC 08Dec14

ii) RAF Croughton: Report on Giant Voice Tannoy CPC 08Dec14;
Briefing on the future activities of the Base 16Jan15

Part 2: Councillor Actions:

i) Website: Review of content and development CPC 08Dec14

ii) Emergency Response Plan: Open Meeting 23Feb15 (tbc) (jointly with Elections session)

iii) Life Saving Equipment Project: Pad Pack Replacement 13Oct14-£100 designated Reserves budget

Awareness Session held 15Dec14. Review CPC 12Jan15

iv) Internal Controls: Q3: Carried out 07Jan15 for CPC 12Jan15

v) Traffic Data: Analysis of VAS Data CPC 13Oct14: Additional speed calming measures suggested for Blenheim

vi) Action Plan 2015/2016: Discussed CPC 13Oct14 & CPC 08Dec14: Revisited Village Plan and Community Engagement CPC12Jan15

vii) Budget 2015-2016: Process commenced Nov14; Draft Budget CPC08Dec14; Budget Approved CPC12Jan15

Part 3: Community Engagement:

i) Affordable Housing: Outstanding Issues -Lighting, Landscaping, Drainage carried forward

ii) Parking within the village: Layby designation as bus stop rejected CPC 08Dec14

iii) Community Engagement: Local Elections Plan adopted CPC13Oct14; NCALC Briefing Session 24Nov14; Open Session 23Feb15 (tbc)

IV) Community Development: Supplementary Actions arising from the Croughton Local Plan Consultation 2012/2013:

1. Development Priorities:

i) Post Office: CPC13Oct14-parcel delivery service available at the Co-Op;

It was **Noted** that Cllr Coles had been advised by the Post Office that provision of a Post Office counter within the store was unlikely.

Agreed: To follow up enquiry with Co-Op Management for Post Office counter within the store in order to conclude this development priority.

Action: Cllr Bodley-Scott

ii) Superfast Broadband: 16Oct14: Open Meeting with Gigaclear - Aynho residents invited. CPC12Jan15: 100% of necessary target had been attained for sign ups

iii) Traffic Calming: as per Action Plan Part 2v) and part 3ii)

Part 4: Policies, Plans & Procedures:

i) Audit: Interim Internal Audit Date for YE31Mar15: 04Feb15

ii) Insurance cover for AED and housing cabinet: CPC13Oct14

ii) Action Plan 2014/2015: Updated CPC12Jan15

- iv) Quality Council Status: Local Council Award Scheme: CPC 08Dec14: Foundation Status application 07Jan15; NALC Briefing 02Feb15
- v) Newsletter Sponsorship: £100 received 29Oct14; £695.60 received 15Dec14
- vi) Action Plan 2015/2016: Discussed Nov & Dec 14
- vii) Budget: Draft budget CPC 08Dec14; Approved CPC 12Jan15
- viii) Financial Risk Assessment: Reviewed CPC 08Dec14
- ix) Services: Dog Waste, Grasscutting, Lighting Maintenance reviewed CPC 12Jan15
- x) Community Engagement Strategy 2014/2017: Reviewed CPC 12Jan15
- xi) Cemetery Fees: Reviewed CPC 12Jan15: No change. (Min.N. 14.4.4 refers)
- xii) Standing Orders: SO3k amended CPC 13Oct14

Noted.

14.4.3 Community Engagement Strategy 2014/2017: (previously distributed) To review progress on 2014/2015 actions:

Little progress had been made.

Agreed: To more closely focus on the Strategy after the Local Elections in May 2015, including helping the Jubilee Committee to kick start a community project.

14.4.4 Cemetery Fees: To review fees with effect from 1st April 2015:
(Tariff previously distributed)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to make no changes to the fees.

15 Correspondence:

15.1 Cemetery: To consider a request in respect of the Interment of Ashes: (Minute No. 7.1 refers)

- i) Purchase of a new end of row ashes plot in northwest quadrant
- ii) Use of pre purchased end of row unoccupied ashes plot in northwest quadrant and removal of memorial tablet from this plot to new ashes plot in northwest quadrant:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to Approve the request.

Action: the Clerk

16 Motion to Exclude Members of the Public and the Press from the next item on the Agenda:

Neither Members of the Public nor the Press were in attendance. No Motion was required.

17 Clerk's Annual Review: (previously distributed)

The Clerk was asked to leave the room while the Council discussed the review.

All present agreed with the comments in the review and felt that the Clerk had carried out her brief in an exemplary manner and had worked more hours than contracted to do. It was therefore agreed that a one off bonus payment should be made to show their appreciation.

RESOLVED: A motion was proposed by Cllr Cash and seconded by Cllr Gelder that a payment of £250.00 be paid to the Clerk in February. All were in favour and the motion carried.

18 Motion to Re-open the Meeting to admit Members of the Public and the Press:

The Meeting was re-opened. The Clerk was invited to return to the Meeting.

19 To set the date of the Annual Parish Meeting 2015:

Agreed: To hold the Annual Parish Meeting at 7.30 p.m. on Monday 20th April 2015.

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

None.

21 To receive items for the next Parish Council Meeting: - Monday 9th February 2015:

None.

The Meeting ended at 9.10 p.m.

Signed: _____ Date: 9th February 2015
Chairman