

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 8th September 2014 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Brian Tomlin - Chairman
Councillor Margaret Bennett
Councillor Rodney Cash
Councillor Jean Coles
Councillor Trevor Davies
Councillor Pamela Gelder
Councillor Rob Robbins

Absent: Cllrs F Bodley-Scott, P Forbes

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Bodley-Scott: Work Commitment
Cllr Forbes: Work Commitment

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Gelder to Approve the Reasons for Absence submitted by Cllrs Bodley-Scott and Forbes.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

None.

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

Item 9.1 Planning Application No. S/2014/1415/FUL: Mr D Kelly (Applicant) wished to clarify aspects of the proposal, in light of objections from the owners of No 5 High Street.

Outbuilding:

- i) The door and window face the next door property. Mr Kelly had no intention to retain as existing and had re-submitted new drawings to show that these would be blocked up.
- ii) The toilet had always been in situ.

5 To Approve the Minutes of the Parish Council Meeting held 11th August 2014: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the Minutes of the Parish Council Meeting held 11th August 2014.

6 Matters Arising from item 5 not on the Agenda: For Information:**6.1 Clerk's Report:** (previously distributed)

Minute No. 6.1:

Public ROW AF11 section alongside tennis court at Village Hall: The section of AF11 alongside the tennis court is to be included in the NCC Mowing Programme from 2015 onwards. The ROW Officer has also arranged for this section to be cut this year.

CPF&VH: Cllr Robins reported that the sum of £507 had been granted by the NCC Empowerment Fund for maintenance of the play equipment.

2. Other:

i) Local Elections 2015: Northants CALC has no plans to produce hard copy brochures or leaflets. Participation Project, 'Giving Time': Parish Council Briefing 24th November 2014. (Information previously distributed)

ii) Ardley efw facility: The plant is in the final stages of the commissioning process and will become fully operational later this year. Copy of Minutes of Meeting of Liaison Group held 5th June 2014 held on file.

7 Finance Matters:**7.1 Receipts & payments and balance of bank accounts:**

Community Account: £703.10 (01.09.14)

Business Direct Access Account: £17,022.29 (01.09.14)

7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
102539	A H Contracts	Inv. 7528 dog waste bin emptying	£24.00	£4.00
102540	Texprep	Inv. 20885 newsletter	£66.30	
102541	M Dempsey	Inv. 1058 Grasscutting	£705.00	
102542	Anglian Water	Period 16May14-11Aug14 Allotments £88.50 Cemetery £12.64	£101.14	
102543	N.Oxon Electrical	Inv. RG/CRO/RR1 Defibrillator installation	£99.42	£16.57
102544	BDO LLP	Audit YE 31 st March 14 Bill1303537	£120.00	£20.00
102545	A Le Druillenec	Salary Month 6	£313.19	
102546	HMRC	Tax Month 6	£78.40	
102547	A Le Druillenec	Reimbursement: 1&1Webhosting Aug-Nov14 Inv. 203004175064 £25.16	£ 25.16	£4.19

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Coles to Approve the Payments.

7.3 To note Receipts:

There were No Receipts.

Noted.**7.4 Northants CALC: Proposed subscription fee from April 2015: To consider a response to the proposal:** (Letter dated 2nd September 2014 to the Chairman, Northants CALC previously distributed)

The Chairman thanked Cllr Cash for taking the matter up with the Chairman of Northants CALC.

Mr Danny Moody, Chief Executive, Northants CALC had offered to discuss the matter with the Parish Council.

Agreed: To invite Mr Moody to meet in closed session with the Parish Council at 7 p.m. on Monday 13th October 2014.

Action: the Clerk

8 Annual Return for YE 31st March 2014:

- 8.1 To Note Conclusion of Audit: (Clerk's Report, CPC Meeting 11th August 2014 refers)
The Notice of Conclusion of Audit had been displayed for the statutory period.

Noted.

- 8.2 To Accept and Approve the Annual Return:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Bennett to Accept and Approve the Annual Return for YE 31st March 2014.

9 Planning:**9.1 Applications:**

9.1.1 No. S/2014/1415/FUL

Proposal: Proposed front porch, alterations to existing outbuilding roof for ancillary accommodation and proposed detached double garage

Location: The Barn House, 7 High Street, Croughton

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to make NO OBJECTION to the proposal as shown on the latest drawings.

9.1.2 No. S/2014/1543/TCA FOR INFORMATION ONLY

Proposal: T1 - Yew tree, reduce height to 1 metre below gutter and shape. T2 - Sycamore, reduce northern crown by 2.5 to 3 metres.

Location: Croughton House, Church Lane, Croughton

Noted.

9.2 Notices of Decision:

9.2.1 No. S/2014/0971/FUL PERMITTED

Proposal: Proposed single extension to detached hobby room

Location: 30 High Street, Croughton

- 9.3 Oxfordshire County Council: Draft Statement of Community Involvement: To consider any comments:

Agreed: To make No Comments.

- 9.4 Cherwell District Council: Cherwell Local Plan 2014: To comment on proposed modifications:

Agreed: To make No Comments.

10 Training:

- 10.1 To consider training needs: **None.**

- 10.2 Northants CALC: AGM 10 a.m. - 1 p.m. 18th October 2014, Raunds:

10.2.1 To Appoint one voting delegate:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to Appoint Cllr Cash.

10.2.2 To Nominate non voting delegates:

Agreed: Cllrs Coles and Tomlin to Attend.

Action: the Clerk

10.2.3 To submit a Motion for debate:

Agreed: To submit No Motion.

11 Action Plan 2014/2015:11.1 Councillor reports: **None.**

11.2 Councillor Actions:

11.2.1 Provision of Defibrillator: Update: Cllr Gelder reported:

i) Cabinet No. 860 had been installed at the Reading Room. Cllr Gelder wished to thank Cllr Tomlin for mounting and sealing the cabinet on marine ply board, and inserting a foam layer between the wall and the board.

ii) Kit: Louise Fox (AED Guardian) had confirmed that the kit was complete and in the cabinet.

iii) Operational arrangements: These were in hand and involved:

a) Notifying the AED company to log the equipment on the system

b) Advising the Ambulance Service that Cabinet 860 was connected up and operational.

Action: Cllr Gelder (complete the administrative arrangements)

iv) Next Steps:

a) Instructions Leaflet: Distribution of 200 copies within the village.

Action: All Councillors

b) Inspection Regime: To be carried out every 2 weeks.

Action: Guardians (Cllrs Gelder and Forbes, Louise Fox, Lesley Ramsay)

c) Open Meeting to discuss

d) Launch.

v) Asset Register: The Cabinet had been included at £1,500 value.

Note: To include the AED in addition.**Action:** the Clerk; Cllr Gelder (confirm asset value)vi) Insurance: Came & Company had included the Cabinet at replacement value in the sum of £1,600 and had waived the premium for the year to 31st May 2015.**Note:** To insure the AED in addition.**Action:** the Clerk; Cllr Gelder (confirm replacement value and warranty)

vii) Pad Pack: These can only be used once.

Agreed: To purchase a spare Pad Pack.**Action:** Cllr Gelder (contact Arrhythmia Alliance for cost); the Clerk (Agenda item CPC Meeting 13th October 2014)

11.2.2 Health and Safety Risk Assessments: Update:

Public Sites:

i) Street Doctor Reports: The following orders had been raised but not yet signed off as completed:

Mill Lane Ford: URN 704735

Chapel Lane entrance: URN 702054

Opp. 38 Portway Drive: URN 702143

ii) 42 Portway Drive: sunken water meter/stopcock: referred to Thames Water

iii) Seat at 18 Wheelers Rise: price for slabs not yet acquired.

Action: Cllrs Robbins and TomlinLighting Stock:

i) Numbering: E.ON will replace adhesive numbers free of charge when next in the area.

Action: the Clerk (advise E.ON of specific units)

ii) Clean and Change: E.ON will carry out the regular 3 year clean and change survey in October/November 2014. The Clerk has requested the survey results and any recommendations arising from it.

iii) Loose Door: Lamp No 34 Portway Drive

Action: Cllr Robbins (fix in place with wire and clip)

11.2.3 Traffic Data: Analysis: No data was available to the Meeting.

11.3 Community Engagement:

11.3.1 Affordable Housing: Outstanding issues: Cllr Tomlin reported.

i) Footway Light: No further progress.

ii) Creation of Footpath: No further movement.

iii) Broadband: No connection to the 9 dwellings.

iv) Occupancy: 1 house was not occupied.

11.3.2 Community Engagement: Update:

Agreed: To consider at the next Meeting of the Parish Council to be held 13th October 2014.

Action: Cllrs Forbes and Gelder (draft schedule re. local elections)

Email Cascade: Signing up was gradual.

11.3.3 Broadband:

11.3.3.1 Meeting with Gigaclear 18th August 2014: Report:

Cllr Tomlin reported that Gigaclear had since announced that it would be concentrating its operations in the north of the county and that there was no available money to include Croughton/Aynho. Gigaclear's proposed article for Croughton News was no longer considered relevant and had not been submitted for the September 2014 issue. The follow up meeting arranged for 21st October 2014 had been cancelled.

11.3.3.2 Public Forum with BT 8th September 2014: Matters Arising:

i) Grey /White areas: Aspiration to upgrade to white in order to secure public funding.

11.3.3.3 To consider next steps:

Agreed:

i) To pursue a dialogue with Gigaclear

ii) To discuss with BT the costs of carrying out of a survey of Croughton and Aynho.

Action: Cllr Tomlin, assisted by Cllr Bennett

11.4 Policies, Plans and Procedures:

11.4.1 Newsletter: To identify potential sponsorship:

An article had been placed in the September 2014 issue of Croughton News.

Agreed: To approach Barclays Bank.

Action: the Clerk

12 **Correspondence:**

12.1 SNH: Environmental Assessment: Consultation: To identify locations with parking problems: (previously distributed)

Agreed: To look at the SNH properties on the list to identify those with no parking space.

Action: Cllrs Bennett and Robbins (survey); the Clerk (report findings to SNH by deadline of 29th September 2014)

12.2 Evenley Parish Plan: To comment: (information previously distributed)

Agreed: To make no comment.

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

13.1 Parking Bays at Park End: Road markings had not been applied.

Action: Cllr Tomlin

13.2 Northampton Association of Youth Clubs (NAYC): Survey and AGM (13th October 2014)

14 **To receive items for the next Parish Council Meeting: - Monday 13th October 2014:**

None.

The Meeting ended at 8.55 p.m.

Signed: _____ Date: 13th October 2014

Chairman

Chairman's Initials _____