

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 11<sup>th</sup> January 2016 at 7.30 p.m. in Croughton Village Hall

**Present:**

Councillor Brian Tomlin - Chairman  
Councillor Jean Coles  
Councillor Trevor Davies  
Councillor Penny Forbes  
Councillor Chris Fox  
Councillor Pamela Gelder  
Councillor Rodger James  
Councillor Mike Tadman

**Absent: No Absentees**

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

- 1 **Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014:  
No Members of the Public were present.  
The Chairman did not read out the Announcement.

SNC Public Notice and 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:**

None.

- 3 **To Receive Requests for Dispensations:**

None.

- 4 **To invite Declarations of Interest:**

None.

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

None.

- 6 **To Approve the Minutes of the Parish Council Meeting held 14<sup>th</sup> December 2015:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Forbes to Approve the Minutes of the Parish Council Meeting held 14<sup>th</sup> December 2015.

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

7.1 Clerk's Report: (previously distributed)

Minute No. 7.1: 2.vii): FOI request Parkwood Leisure: Information was provided on 16<sup>th</sup> December that: The Parish Council has no leisure centres or theatres; the Parish Council's Asset Register was available on line and how to access this; the Parish Council cuts the grass on the land for which it is responsible at a cost of £1,720 per annum.

Minute No. 8.2.1: Lighting Matters: The Lighting Contractor was informed on 16<sup>th</sup> December 2015 that the Parish Council was not willing to settle Invoice No. 060991 for quarterly maintenance due to the several faults that remained to be remedied. The Contractor assured the Clerk that an engineer would be sent out the following day to attend to the faults and that Western Power Distribution would also be chased up about the vegetation.

It was **Noted** that apart from Lamp No. 7 High Street which is still shrouded in vegetation other faults had since been remedied.

Lamp No 5. Park End (new fault) was flickering.

**Action:** the Clerk

Minute No. 8.3: Direct Debit with Anglian Water: This has not yet been set up.

Minute No. 12.2: Allotment Vacancy: A Notice was submitted for publication in the January issue of Croughton News.

Minute No. 12.2.2: Website: 2Commune issued the invoice on 17<sup>th</sup> December 2015 and advised that once payment had been received an online project kick off meeting would be arranged at the earliest date of 2-3 weeks later. The Parish Council will need to consider certain cosmetic features of the website, a go live date and a training day.

Minute No. 12.4.3: Budget 2016/2017:

Grasscutting: The Contractor was asked if he would be willing to continue with the grasscutting and asked to confirm prices for 2016-2018 in time for the Parish Council meeting on 11<sup>th</sup> January 2016.

Footway Lighting: The Contractor has advised that a 6 yearly electrical test and certification was not required as the Parish Council has a Maintenance arrangement in place which provides for a phased visual inspection. The Contractor recommended that replacement of the fibreglass columns would be more cost effective and beneficial.

Additional Street Lighting: The Contractor has been asked to supply prices for replacement units and connection charges.

Minute No. 13.1: Police & Crime Commissioner's meeting 11<sup>th</sup> January 2016: The invitation to attend a meeting at Wootton Hall on 11<sup>th</sup> January 2016 was declined on 4<sup>th</sup> January 2016. The invitation to Mr Simmonds to meet with members of the Parish Council in Croughton was re-issued along with a request for Mr Simmonds' comments on the traffic reports that accompanied the original invitation.

Minute No. 13.2: Community Speedwatch: The invitation to take part in CSW 2016 was declined on 4<sup>th</sup> January 2016.

Minute No. 14. Little Brook Ward Meeting: Jenny Collyer, Community Liaison Advisor, RAF Croughton intends to attend the Ward Meeting. Sqn Ldr Robertson and Col. Mellars have also been invited to report briefly on Base Activities and have yet to confirm their attendance.

The report was **Noted**.

**8 Finance Matters:**

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £5,161.41 (31.12.15) Business Direct: £23,666.21 (31.12.15)

## 8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat
DD	BT plc	Telephony Bill Ref. Q027 67	£236.96	£39.49
102668	A H Contracts	Inv. 8398 dog waste bin emptying	£24.00	£4.00
102669	Texprep	Inv.21819 newsletter	£66.30	
102670	Northants CALC	Inv. 5380 Training. 14 Dec 15	£39.00	
102671	E.ON	Inv. 060991 Footway Lighting MaintenanceQ3	£247.24	£41.21
102672	2Commune Ltd	Inv. 491 Website, training, hosting, licence	£1,260.00	£210.00
102673	A Le Druillenec	Salary Month 10	£320.02	
102674	HMRC	Tax Month 10	£80.20	

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

## 8.3 To Note Receipts:

Date	Payer	Description	Amount
14.12.15	P Swift	Allotment Rent	£10.00
15.12.15	NCC	Mowing Grant 2015	£497.79
30.12.15	Mid Counties Co-Op	Burial Fees Plot 589; ERB 129	£185.00

**Noted.**

## 9 Internal Controls:

9.1 To Note the Receipts and Payments Account ending 31<sup>st</sup> December 2015: (previously distributed)

**Noted.**

## 9.2 To confirm the adequacy of the Level of Fidelity Guarantee of £150,000:

The recommended amount is calculated as first instalment of precept (£8,593.50) plus bank balance at 1<sup>st</sup> April (£27,073).

**RESOLVED:** It was proposed by Cllr James and seconded by Cllr Fox to confirm the adequacy of the level of Fidelity Guarantee of £150,000.

9.3 To consider the effectiveness of the System of Internal Audit:  
(Paper dated 4<sup>th</sup> January 2016 previously distributed)

The Parish Council **Noted** the Report.

The Parish Council made No Recommendations and was satisfied with the effectiveness of the System of Internal Control.

## 10 Audit Regime:

10.1 To Note correspondence from Northants CALC relating to Audit Appointments:  
(Email dated 24<sup>th</sup> December 2015 previously distributed)

The Council **Noted** that;

i) In accordance with the Local Audit and Accountability Act 2014 the Audit Commission was formally closed on 31<sup>st</sup> March 2015.

ii) The contract for external audit for Parish Councils will continue to cover completion of audit for YE 31<sup>st</sup> March 2017.

iii) From then on procurement of an external auditor will be achieved through a Sector Led Body known as the Smaller Authorities' Audit Appointments Ltd.

iv) Councils may opt out of this arrangement and procure its own external auditor.

v) The fees charged by the Sector Led Body for Councils with a turnover of less than £25,000 is not yet known. Croughton Parish Council falls into this band of Councils.

- 10.2 To confirm in principle that Croughton Parish Council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit:

**RESOLVED:** It was proposed by Cllr Forbes and seconded by Cllr Davies to confirm IN PRINCIPLE that Croughton Parish Council will remain opted-in to the Sector Led body arrangements for the procurement of external audit.

**11 Budget 2016/2017:**

**Note:** Whilst considering item 11: The Budget 2016/2017 the Council continued to be mindful of the implications for setting the precept for 2016/2017.

- 11.1 To Approve a Payments Budget: (previously distributed)

The Council considered a draft Payments Budget totalling £24,063.

The following changes were **Agreed:**

Category : Lighting Maintenance: Reduce by £1,000 to £850. This reflects the advice of the Lighting Contractor in respect of the 6 yearly Testing of Lighting Units. (Clerk's Report refers)

Category: Grasscutting: Increase the Cemetery and Highway Verge Budgets by £70 each to cover the increase in price per cut as advised by the Contractor.

Reserves: Offset the total payments with £1,200 designated reserves for Parking Provision and Bus Layby.

**RESOLVED:** It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve a Payments Budget for 2016/2017 of £24,063.

- 11.2 To Approve a Receipts Budget: (previously distributed)

The Council considered a draft Receipts Budget minus the Precept totalling £2,753.

With the addition of designated Reserves of £1,200, as agreed above, total Receipts minus the Precept was £3,953.

**RESOLVED:** It was proposed by Cllr Fox and seconded by Cllr Davies to set a Receipts Budget for 2016/2017 of £3,953.

**12 Precept 2016/2017:**

- 12.1 To Note information from SNC re. Parish Precept 2016/2017 and New Homes Bonus: (previously distributed)

It was **Noted** that £1,615.00 remained in the New Homes Bonus Funds. Croughton Cinema Club was awaiting the outcome of its application for a wall mounted projector screen.

- 12.2 To Note the Tax Base for 2016/2017: (Information previously distributed)

SNC had advised that the estimated Tax Base for Croughton for 2016/2017 is 302.2. In 2015/2016 the Tax base was 298.5.

The Information was **Noted**.

- 12.3 To set the Precept for 2016/2017:

The Council calculated that:

- i) A Precept of £20,110 would be required
- ii) Council Tax for a Band D property would be £66.55, an increase of 15.57%.

**RESOLVED:** It was proposed by Cllr James and seconded by Cllr Fox to Approve a Precept for 2016/2017 of £20,110.

**Action:** the Clerk (Notify SNC by 22<sup>nd</sup> January 2016)

**13 Planning:****13.1 Applications:**

13.1 No. S/2015/3042/MAF

Proposal: Proposed BBQ Shelter &amp; Toilet Block

Location: Royal Air Force RAF Croughton Road, RAF Croughton

**RESOLVED:** It was proposed by Cllr Tadman and seconded by Cllr Davies to offer NO OBJECTION.**13.2 Decisions: None.****13.3 Consultations: To comment on:**

13.3.1 Draft Statement of Community Involvement: (previously distributed)

**Noted.**

13.3.2 National Planning Policy changes: (previously distributed)

**Agreed:** To circulate the hard copy and defer consideration to the next Ordinary Meeting of the Parish Council to be held on 8<sup>th</sup> February 2016.**Action:** the Clerk

13.3.3 Draft Northamptonshire Parking Standards: (previously distributed)

**Noted.****14 Casual Vacancy: To consider nominations to fill one Casual Vacancy by co-option:**

No expressions of interest had been received.

**15 Training: To consider training needs and to receive reports:****None.****16 Action Plan 2015/2016:**16.1 Councillor, Representative and Warden Updates: **None.****16.2 Councillor Actions:**

16.2.1 Website: To consider next steps:

(Information from Tina Britt, Managing director, 2Commune Limited previously distributed)

Step 1: Settle invoice: Cheque No. 102672 raised. (Minute No. 8.2 refers)

Step 2: Online Kick Start Meeting for the project:

**Agreed:**i) To hold the meeting at 2 p.m. on Tuesday 23<sup>rd</sup> February 2016 in the Parish Room, Croughton Village Hall.

ii) That Cllrs Davies, Gelder, Tomlin and the Clerk participate in the Meeting.

**Action:** the Clerk (arrange Meeting)

At the meeting various cosmetic issues would be discussed, the username, password and domain names agreed, and a Go Live date put forward.

Step 3: Training date: To be arranged following the Kick Start Meeting.

**Noted.**

16.2.2 Cemetery: To consider tree/hedge works: The acquisition of costings had been unavoidable delayed.

**Action:** Cllr Tomlin

- 16.3 Community Action:  
 16.3.1 Gigaclear: Update:  
 Snags: Responses to the article in the Newsletter re. aspects of the installation that required making good had been received.  
**Action:** the Clerk (compile list)  
**Agreed:** That Cllr James would deputise for Cllr Tomlin on the Walkabout. (date tbc)
- 16.4 Policies, Plans and Procedures:  
 16.4.1 Action Plan 2015/2016: To review the Plan: (previously distributed)

The Council **Noted** the Updates for Q3.

16.4.2 Community Engagement Strategy 2015-2017: To review progress on 2015/2016 actions: (previously distributed)

Progress had been made with the following actions for 2015-2016:

Initiative	Action	Progress
Relationships	Broadband provision	Gigaclear installation was near completion and live
Give a Voice	New Website	Development of Bespoke Parish Council website underway
Participation	Enlist Councillor	6 elected Councillors in May 2015; 2 Co-optees, 1 Vacancy

It was **Noted** that there had been no further progress following Cllr Davies' approach to Magdalene College in respect of Community involvement. (2014 Initiative)

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr James to Approve the Updates to the Community Engagement Strategy.

**Agreed:** To set up a team to look at the Strategy for the next Plan.

**Action:** the Clerk (Place on Agenda of next Ordinary Meeting to be held 8<sup>th</sup> February 2016)

16.4.3 Action Plan 2016/2017: To finalise the Plan: (draft Plan previously distributed)

No changes were recommended.

**RESOLVED:** It was proposed by Cllr James and seconded by Cllr Fox to Approve the Action Plan 2016/2017.

## 17 Correspondence:

- 17.1 Open Space, Sport and Recreation Review for West Northamptonshire: To complete the survey: (previously distributed)

**Agreed to:**

- i) Include information on activities in Croughton Village Hall provided by Cllr Coles
- ii) Include information on activities in Croughton Reading Room - to be provided by Cllr Tomlin
- iii) Correct the delineation and name of Portway Pocket Park
- iv) Complete the survey and submit with associated map(s).

**Action:** the Clerk

- 17.2 NCC Draft Budget 2016/2017 and Council Plan Consultation: To consider a response: (Information previously distributed)

**No Comments.**

- 18 **Little Brook Ward Meeting, 18<sup>th</sup> January 2016:** To finalise the Agenda: (draft Agenda previously distributed)

**Agreed:**

- i) To make no changes to the draft Agenda.
- ii) That Cllrs Coles and Forbes serve tea, coffee and biscuits.

**19 Annual Parish Assembly 2016: To set the date:**

**Agreed:** To hold the Annual Parish Assembly on Monday 25<sup>th</sup> April 2016.

**Action:** the Clerk (book the Parish Room)

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

20.1 Drain: Cllr Tomlin reported that the Contractor for Thames Water had discovered that a section of the 150 mm drain had previously been inadequately repaired by the insertion of a length of 75 mm asbestos pipe in the run. This explains why the drain backed up. A further camera survey went another 17 m and stopped. The intention is to divert the drain into another manhole.

**20 To receive items for the next Parish Council Meeting: - Monday 8<sup>th</sup> February 2016:**

None.

The Meeting ended at 8.30 p.m.

Signed: \_\_\_\_\_ Date: 8<sup>th</sup> February 2016  
Chairman