

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 14<sup>th</sup> September 2015 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 Mike Tadman

**Absent:** Councillor Rodger James

**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:**

Cllr James: Holiday

**RESOLVED:** It was proposed by Cllr Fox and seconded by Cllr Forbes to Approve the Reason for Absence submitted by Cllr James.

- 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 10<sup>th</sup> August 2015:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Fox and seconded by Cllr Coles to Approve the Minutes of the Meeting held 10<sup>th</sup> August 2015.

**7 Matters Arising from item 6 not on the Agenda: For Information:****7.1 Clerk's Report:** (previously distributed)

Minute No. 7.1: Transparency Fund: Launched on 1<sup>st</sup> September 2015.

Minute No. 10: Electricity Procurement: BCR Associates has contacted the Parish Council to offer its services as a cost consultant for electricity procurement. No charge for services. **Noted. No further Action.**

Minute No. 12: Casual Vacancy: Mr Rodger James of Stonehurst, 2A High Street signed his Declaration of Acceptance of Office on 26<sup>th</sup> August 2015.

Minute No. 13: Training: No further details have been received about the training session for new Councillors being planned by Evenley Parish Council. Cllr James would like to attend the Off to a Flying Start course on 14<sup>th</sup> December 2015 and a place has been requested.

Minute 15.1: Specials Recruitment Posters: On display in the Notice Boards.

Minute No. 16: Little Brook Ward Meeting: Mr Robert Fallon has accepted the invitation to attend the Meeting on 18<sup>th</sup> January 2016 that is being hosted by Croughton Parish Council.

Mr Fallon had been due to attend the LBW meeting at Aynho in July 2015 to speak about Planning issues but was unable to keep the engagement. Aynho PC had some specific issues in relation to planning enforcement, planning in the Conservation Area and whether the views of the CA officer could be challenged, and the setting of planning conditions. In general, the effectiveness and role of the PC as a statutory consultee was something that Aynho wanted Mr Fallon to address. A 40 minute slot was provided (Presentation: 10-15 minutes plus 25 minutes for questions).

**2. Other:**

i) Defibrillators: SNC is compiling a map of public access defibrillators in the district. The Clerk has advised of the location of Croughton's AED.

ii) Police and Crime Commissioner: Mr Adam Simmond's visit scheduled for 1.30 p.m. on 18<sup>th</sup> August was postponed and will now proceed at 11 a.m. on 9<sup>th</sup> October 2015. Cllrs Coles and Davies will attend.

iii) Anglian Water: Meter replacement programme.

iv) New Brownie Unit: Opened 11<sup>th</sup> September 2015 in Croughton Village Hall

v) Allotments project being undertaken by NCC in partnership with the National allotment Society and Groundwork Northamptonshire to gain insight into the existing provision, demand and current uptake of allotments on the county.

vi) 499 Bus Service: New timetable introduced from 14<sup>th</sup> September 2015. Mt John Austin has kindly agreed to place the new timetables in the noticeboard in the bus shelter.

vii) SNC Parking Study for 8 locations, including Brackley, in the district: Details can be found on SNC's website.

**Noted.**

**8 Finance Matters:****8.1 Receipts & payments and balance of bank accounts:**

Barclays Bank: £1,462.37 (07.09.15) Business Direct: £22,109.37 (07.09.15)

**8.2 To Ratify and Approve the Payments:**

Cheque No	Payee	Description	Total	vat
102636	A H Contracts	Inv. 8169 dog waste bin emptying	£24.00	£4.00
102637	Texprep	Inv. 21530 newsletter	£66.30	
102638	M Dempsey	Inv. 1121 Grasscutting	£705.00	
102639	Anglian Water	Water Rates: Allotments £101.53 Cemetery £16.01	£117.54	
102640	BDO LLP	External Audit 2014/15. Bill 1422090	£156.00	£26.00

Cheque No	Payee	Description	Total	vat
102641	A Le Druillenec	Salary Month 6	£320.22	
102642	HMRC	Tax Month 6	£80.00	
102643	A Le Druillenec	1&1 Web Hosting Inv. 203006238611	£25.15	£4.19

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

- 8.3 To Approve a s137 Payment in the sum of £25 for a Poppy Wreath:

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Fox to Approve s137 expenditure in the sum of £25.00 for a poppy wreath.

- 8.4 To Note Receipts:

Date	Payer	Description	Amount
24.08.15	J & M Humphris	Memorial GAR2	£35.00
26.08.15	K Butler	Advert Croughton News	£10.00

Noted.

## 9 Annual Return 2014/2015:

- 9.1 To Note Conclusion of Audit:

The Audit for YE 31<sup>st</sup> March 2015 was completed and signed off on 19<sup>th</sup> August 2015. There were no issues arising.

Noted.

**Action:** the Clerk (Display the Notice of Conclusion of Audit and sections 1-3 of the Annual Return in the Noticeboards.)

- 9.2 To Approve and Accept the Annual Return for YE 31<sup>st</sup> March 2015:

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Gelder to Approve and Accept the Annual Return 2014/2015.

## 10 Planning:

- 10.1 Applications:

10.1.1 No. S/2015/1893/FUL

Proposal: Detached Summerhouse

Location: The Old Rectory, 5 High Street, Croughton

**RESOLVED:** It was proposed by Cllr Forbes and seconded by Cllr Gelder to offer No Objections.

10.1.2 No. S/2015/2010/FUL

Proposal: Single storey rear extension

Location: 8 High Street, Croughton

**RESOLVED:** It was proposed by Cllr Tadman and seconded by Cllr Fox to offer No Objections.

- 10.2 Decisions:

10.2.1 No. S/2015/1462/FUL APPROVED

Proposal: Dormer windows and roof light to rear

Location: 25 High Street, Croughton

- 10.3 **National Policy for the Built Environment:** Call for Evidence: To consider Q12: 'How effectively are communities able to engage with the process of decision making that shapes the built environment in which they live and work? Are there any barriers to effective public engagement and, if so, how might they be addressed?'

**Agreed:** To submit an evidence statement focussing on community involvement and community impact.

Deadline: 6<sup>th</sup> October 2015.

**Action:** Cllrs Davies and Forbes, via the Clerk

**11 Casual Vacancy: To consider nominations to fill one Casual Vacancy by co-option:**

**None.**

**12 Training: To consider training needs:**

Cllr James: Off to a Flying Start 14<sup>th</sup> December 2015 organised by Northants CALC £39.00

New Course:

Roles and Responsibilities: 26<sup>th</sup> September 2015 organised by Bloxham Parish Council £50.00

**Noted.**

**13 Action Plan 2015/2016:**

**13.1 Councillor, Representative and Warden Updates:**

13.1.1 AED Guardians: Cllr Gelder reported.

i) Usage:

The defibrillator had been accessed once during the year but was not required.

ii) Monitoring:

A team of 4 AED Guardians carry out weekly inspections of the equipment to check the working order and report back online to Arrythmia Alliance. An inspection of the PAD pack, batteries and lock is carried out at 6 monthly intervals by Cllr Gelder.

A competent person is required to check the cabinet and power supply.

**Agreed:** That Cllr Tomlin had the expertise and was appointed to carry out these electrical checks.

iii) Awareness Raising Session: The first session had been held in December 2014.

**Agreed:** To hold a session in the Spring 2016 (6-7 p.m.) and to invite the Police and Fire Service to attend.

**Action:** Cllr Gelder

13.1.2 All Saints Church: Cllr Davies reported.

i) Roof repairs:

Scaffolding was in place and work had begun.

ii) Work on the tower and porch:

An additional cost in the sum of £22,000. New Fund had been launched.

13.1.3 All Saints School: Cllr Davies reported.

i) Play Area resurfacing:

Made possible by a grant from Sport England.

**13.2 Councillor Actions:**

13.2.1 Health and Safety Risk Assessments: Update:

13.2.1.1 Public Sites:

Location	Hazard	Agreed Actions
2. Pavements		
2.1 SE corner parking entrance to Co-Op	Trip hazard	Cllr Tomlin: Street Doctor 750767
2.2 Entrance to Park End Works	Broken finishing band	Cllr Tomlin: Street Doctor 750768
2.3 Entrance to Yew Tree Rise	Loose kerb	Cllr Tomlin: Ask Gigaclear to reinstate
2.4 Cutting to Portway Crescent	Broken wire fencing- injury	Clerk: SNH has advised that the fence is the responsibility of the home owner <b>Agreed:</b> Cllr Tomlin to ask owner to repair
2.5 High Street - Park End	Overgrowth	Cllr Tomlin: Street Doctor 750758: <b>Completed 10 September 2015.</b>

**13.2.1.2 Footway Lighting:**

Matters re. to interfering vegetation, cleaning of glass, and missing numbers have been referred to E.ON for action.

**13.2.1.3 Three sided structure over drain, junction of Brackley Road/High Street:****Agreed:**

- i) The protruding brick surround over the raised manhole was a hazard
- ii) To support Cllr Tomlin's request for a site meeting with Thames Water to discuss modifications.

**Action:** Cllr Tomlin (follow up)

**13.2.2 Traffic Data: To review:**

**Report 1: Annual Traffic Volume: Period: January 2012 - July 2015**

(Information compiled by Mrs Margret Bennett circulated at the Meeting)

The Report shows the number of vehicles passing both VAS signs on a monthly basis where data was available<sup>1</sup>.

<sup>1</sup> Data was not collected during the first week of June 2012 (Jubilee celebrations)

Data was unable to be collected between 1<sup>st</sup> March 2013 and 11<sup>th</sup> March 2014 due to corruption of discs (allegedly by road surfacing equipment)

New discs installed on 12<sup>th</sup> March 2015.

**Noted.**

**Report 2: Speeding Trends: Period: January 2012 - July 2015 (Work in progress)**

The Report will show the number and percentage of cars which exceeded both 30 mph and 40 mph.

**Agreed:**

- i) To record the Parish Council's appreciation of Mrs Bennett's work
- ii) To consider Report 2 at the next Ordinary Meeting of the Parish Council to be held 12<sup>th</sup> October 2015
- iii) To ask Mrs Bennett to continue to collect and analyse the data on a quarterly basis.

**13.3 Community Engagement:****13.3.1 Website:**

**13.3.1.1 Feedback from Presentation from 2Commune held 24<sup>th</sup> August 2015:**

**Agreed:** The presentation had been very good but that further investigation was needed to determine the final required outcome.

The 2Commune template would satisfy the e governance and transparency regulations.

Further exploration of community provision was needed (a visit to [www.aynho.org](http://www.aynho.org) was recommended) and this could be done during a transition phase.

Initially, a Parish Council website using the 2Commune template could exist alongside an enhanced village website based on [www.croughton.org](http://www.croughton.org) and the two sites be linked.

Comments had been received in response to the request for views on the existing website [www.croughton.org](http://www.croughton.org) in the Croughton News September 2015 issue. These suggested that the website should be interactive, link with social media sites, be current and have mobile view compatibility.

**Noted.**

**13.3.1.2 To consider a proposal from 2Commune:** (previously distributed)

**Decision deferred.**

**13.3.1.3 To consider an application to the Transparency Fund:** (Information previously distributed)

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to apply to the Transparency Fund for a grant of £1,300 in respect of Year 1 costs and Optional extra Custom Template as proposed by 2Commune.

**13.3.2 To consider a project to satisfy the New Homes Bonus funding criteria:**

£1,615.00 is currently available to Croughton from the New Homes Bonus Local Community Grants Fund. Suggested Bid: Cycle Track around the Playing Field.

No decision was reached but the timeline was **Noted**.

Application Deadline: 27<sup>th</sup> November 2015. Grants Panel meets: 11<sup>th</sup> January 2016.

## 13.4 Policies, Plans and Procedures:

## 13.4.1 To review services and consider any contract renewals:

The Council **Noted** the following arrangements for the discharge of its services:

i) Dog Waste Services Agreement with AH Contracts ends on 31<sup>st</sup> December 2015.

ii) Grasscutting:

Contract between Croughton Parish Council and M Dempsey ends February 2016.

S136 Agreement with NCC for Highway Verges: Renewed annually.

iii) Footway Lighting:

Maintenance Agreement with E.ON: Ongoing: Ad hoc basis.

Electricity Deemed Contract with E.ON: Ongoing.

iv) Insurance Provider: Came & Company: Annual renewal May.

New policy effective from 1<sup>st</sup> June. Long Term Agreement expires: 31<sup>st</sup> May 2017.

**Agreed:** To seek to renew the Agreement for Dog Waste Services for a 3 year term.

**Action:** the Clerk (check cost per bin effective from 1<sup>st</sup> January 2016)

13.4.2 LCAS: To consider registering with NALC by 1<sup>st</sup> October as first step towards unbroken accreditation:

There is no requirement for the Parish Council to retain an unbroken accreditation record.

The Parish Council could apply for accreditation in any level at any time.

The registration cost with NALC is £50.00.

The application for accreditation made to NCALC is £50 for Foundation status or £60 for Quality status.

The Council had reservations about the requirement for the Clerk to collect Continuing Professional Development Points. This requirement was the same for Councils of all sizes and precepts, and took no account of the functions individual Councils discharged. There was no requirement for Councillors to collect CPD points.

**Agreed:** To bring this to the attention of NCALC.

**Action:** the Clerk

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Fox not to seek re accreditation under the Local Council Award Scheme.

## 14 Correspondence:

## 14.1 Croughton Cinema: To consider a request for financial assistance towards black out blinds for the Parish Room:

(email request dated 5<sup>th</sup> August 2015 from Mr K Ramsay, Croughton Cinema previously distributed)

Total cost of the blinds is £478.00.

Croughton Cinema has approached 3 other regular user groups of the Parish Room, as well as the Playing Field & Village Hall Committee for assistance.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Tomlin to make a contribution in the sum of £50.00.

*Cheque No. 102645 was raised.*

## 14.2 Croughton News: To consider comments received about the August 2015 issue:

(Comments emailed on 24<sup>th</sup> August 2015 previously distributed)

Comments were made in respect of:

i) Reinstatement of the highway verge at Brackley Road

ii) The Insert 'In Touch' from Cllr Townsend, SNC.

**Agreed:** To explain to the reader in respect of:

i) Reinstatement of the highway verge at Brackley Road: The efforts that had been made to ensure the highway verge was reinstated, the unfortunate circumstances that befell the builder, and how the matter was finally resolved

ii) The Insert 'In Touch' from Cllr Townsend, SNC: That the Parish Council had acted in good faith.

**Action:** the Clerk

- 14.3 Northants CALC: AGM 17<sup>th</sup> October 2015: Invitation to attend:  
14.3.1 To Appoint one voting delegate  
14.3.2 To Nominate non-voting delegates  
14.3.3 To consider a Resolution for Debate:  
**Agreed:** To send neither delegates to the NCALC AGM, nor to submit a Resolution for Debate.

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

- 15.1 Gigaclear: Cllr Tomlin reported:  
Resumption had started in Brackley Road but the crew had moved to Aynho.  
Cllr Tomlin hand emailed Mr David Thrower for an update.

**16 To receive items for the next Parish Council Meeting: - Monday 12<sup>th</sup> October 2015**

**None.**

The Meeting ended at 8.55 p.m.

Signed: \_\_\_\_\_ Date: 12<sup>th</sup> October 2015  
Chairman

DRAFT