

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 12th October 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Penny Forbes (in the Chair)
Councillor Jean Coles
Councillor Chris Fox
Councillor Pamela Gelder
Councillor Rodger James
Councillor Mike Tadman

Absent: Councillor Trevor Davies
Councillor Brian Tomlin

In Attendance: Mrs Ann Le Druillenec (Clerk)

The Chairman welcomed Cllr Rodger James to his first Meeting of Croughton Parish Council. Prior to the Meeting Cllr James had signed his Declaration of Acceptance of Office.

- 1 Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: One Member of the Public was present. The Chairman 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 Davies: Prior Commitment
Cllr Tomlin: Holiday

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Fox to Approve the Reasons for Absence submitted by Cllrs Davies and Tomlin.

- 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:

A resident requested the assistance of the Parish Council in resolving a boundary issue. The resident was advised to contact the Planning Department of SNC and Cllr John Townsend, SNC for advice.

6 To Approve the Minutes of the Parish Council Meeting held 14th September 2015:
(previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Fox to Approve the Minutes of the Meeting held 14th September 2015.

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

7.1 Clerk's Report: (previously distributed)

Minute No. 7.1: Training organised by Evenley Parish Council: Evenley intends to hold a training session but is unable to give a date, cost or an Agenda, other than 'The training will be very flexible in that it will be training on Parish Councils for new councillors with any questions from the councillors answered.'

Cllr James has a place on the NCALC Off to a Flying Start course on 14th December 2015.

Little Brook Ward Meeting: Mr Fallon would be happy to cover any other aspects of planning in addition to those on Enforcement, Conservation Area and Conditions.

499 Bus Service: Thanks to Mr & Mrs John Austin for placing timetables in the noticeboard at the bus shelter. These have now been covered up with a duplicate timetable stuck there by presumably either the County Council or Bus Company!

Minute No. 9: Conclusion of Audit: The relevant information was posted up on 21st September 2014/5 for the statutory period.

Minute No. 10.3: National Policy for the Built Environment: Evidence Statement submitted on 30th September 2015.

Minute No. 13.2.1.1: H&S Risk Assessments: Public Sites:

2.4 Fence at rear garden of 9 Portway Crescent: Cllr Tomlin established that the property does belong to SNH. The Clerk has asked SNH to take up the previously reported concern re. the fencing.

Minute No. 13.2.1.2: Thames Water Drain: The brickwork has been modified.

Minute No. 13.3.1.3: Transparency Fund Application: An application for the sum of £1,300 was submitted to NCALC on 30th September 2015. NCALC subsequently advised that NALC has indicated that a max. of £500 would be offered for a new website.

The Clerk and Cllr Davies drafted a revised total bid in the sum of £659.00 comprising:

i) £500 to develop a solution (a new website to enable users to manage website changes and upload documents) to allow the Council to become compliant with the Transparency Code.

ii) £75.00 Training costs (3 hours training in setting up website + uploading documents)

iii) £84.00 Staff costs: (3 hours training + 4 months uploading documents, Dec 2015 - Mar 2016)

(previously distributed for comment)

Agreed: To submit a revised bid in the sum of £659.00 and to express the link between Q15 (website set up costs £500) and Q24 (rationale).

Action: the Clerk (submit revised bid by the deadline of 14th October 2015)

Minute No. 13.4.1: Dog Waste Service: A H Contracts has confirmed that the weekly charge per bin would remain at £2.50 for the next 3 years.

Minute No. 13.4.2: LCAS re-accreditation: CPD points: Charlotte Eisenhart, Improvement & Development Manager. NALC has been advised of the Parish Council's decision not to seek unbroken re-accreditation and the Council's comments on the CPD requirement for Clerks has been passed to her.

Other: i) Allotments:

The tenant of Plot 19 has requested permission to erect a shed and has confirmed that he understands the regulations.

The Tenants of Plot Nos. 2, 6B, 15 and 22 have given Notice.
 The Tenant of Plot 6A has been given first refusal of Plot 6B.
 The Tenant of Plot 11 has been given first refusal of either Plot 15 or 22, having been on the Waiting List for a plot on the north side.
 The allocation of Tenancies to the remaining plots will be in accordance with the Policy and made from the Waiting Lists.
 All rent demands have been issued.

ii) Salt Bags and Bins: Northants Highways can provide 25kg bags of salt at £4.00 per bag or red grit bins at a cost of £290.

iii) Northamptonshire ACRE is conducting a survey of playing fields, recreation grounds and open spaces in the county.

Noted.

8 Finance Matters: (previously distributed)

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £9,582.65 (30.09.15) Business Direct: £20,166.21 (30.09.15)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony	£560.61 ¹	£93.44	To Ratify
102646	A H Contracts	Inv. 8225 dog waste bin emptying	£24.00	£4.00	
102647	Texprep	Inv. 21634newsletter	£66.30		
102648	M Dempsey	Inv. 1132Grasscutting	£840.00		
102649	E.ON Energy Solutions	Inv. 058587	£246.73	£41.12	
102650	E.ON	Electricity July-September 2015	£614.36	£102.77	
102651	A Le Druillenec	Salary Month 7	£320.22		
102652	HMRC	Tax Month 7	£80.00		
102653	A Le Druillenec	100 x 2 nd class stamps	£54.00		

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

¹ BT plc: BT plc had taken a part payment only. (DD in the sum of £297.07: 2nd October 2015) The sum of £263.54 was still outstanding.

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Coles to pay the remaining amount by cheque.

Cheque No. 102654 in the sum of £263.54 was raised.

8.3 To Note Receipts:

Date	Payer	Description	Amount
Sept. 2015	Tenants	Allotment Rent	£96.00
28.09.15	SNC	2 nd half Precept instalment	£8,593.50

Noted.

9 Internal Controls:

9.1 To Note the Report for Q2: (previously distributed)

There were no issues. The Report was **Noted**.

9.2 To Note the Receipts and Payments Account to 30th September 2015: (previously distributed)

i) Receipts:

The Precept for 2015/16 had been received in full.

Allotment Rent was being collected for the half year to March 2016.

ii) Payments were mainly in line with the budget.
One additional Donation had been made. (£50 to Croughton Cinema)

Noted.

10 Planning:

10.1 Applications:

10.1.1 No. S/2015/2167/FUL

Proposal: Replacement of existing conservatory extension with a larger orangery-style extension

Location: Butchers Barn, Mill Lane, Croughton

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

10.2 Decision:

10.2.1 No. S/2015/1893/FUL PERMITTED

Proposal: Detached Summerhouse

Location: The Old Rectory, 5 High Street, Croughton

Noted.

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

No expressions of interest had been received.

Agreed: To put a Notice in the November 2015 issue of Croughton News.

Action: the Clerk

12 Training: To consider training needs: None.

Opportunity to attend the next CPRE Roadshow:

Topic: Communication and Transportation: 6.30 p.m. 12th November 2015 Great Houghton.

Noted.

13 Action Plan 2015/2016:

13.1 Councillor, Representative and Warden Updates:

13.1.1 Police: Walkabout with the Police and Crime Commissioner held 9th October 2015:

Attended by Cllrs Coles and Davies. (Report from Cllr Davies previously distributed)

Agreed: To invite Mr Adam Simmonds, Northamptonshire Police and Crime Commissioner to meet with the Parish Council at 7 p.m. on 9th November 2015 and to provide the PCC with copies of the Traffic Reports: Annual Traffic Volume and Speeding compiled from VAS Data.

Action: the Clerk

13.1.2 Cemetery:

Mr Rob Robbins had marked out the plots in the first row of the NE Quadrant and had inspected the trees and hedges.

Agreed: To consider recommendations for works to trees and hedges at the next Ordinary Meeting of the Parish Council to be held 9th November 2015.

Action: Cllr Tomlin, Mr Robbins

13.2 Councillor Actions:

13.2.1 Traffic Data: To review Report on speeding data:

(Report No 2. Croughton VASA Data: Speeding previously distributed)

The Council was grateful to Mrs Margaret Bennett for compiling the second Report covering the period January - July 2015, plus Historical comparisons with 2013-2015.

The Data was **Noted.**

13.3 Community Engagement:

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

One Project was put forward: Projector Screen: To be installed as a permanent fixture in the Parish Room at the Village Hall.

Cllr Gelder spoke to this proposal, explaining the current disadvantages of the existing screen and to what the Croughton Cinema aspired.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr James to encourage Croughton Cinema to put in a bid on behalf of the village hall to acquire a permanent screen, in the knowledge that the bid would have the support of the Parish Council.

Action: Cllr Gelder (notify Croughton Cinema)

13.4 Policies, Plans and Procedures:

13.4.1 Allotments Policy: To Ratify Revision as per Minute No. 14.4.2.1 resolved at the CPC Meeting held 10th August 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Coles to Ratify the Revision to Rule 7 (water butts shall be covered) and to Approve the Allotments Policy as Revised.

13.4.2 Cemetery Policy: To Ratify Changes to the Policy as per Minute No.14.4.1.2 resolved at the CPC Meeting held 10th August 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Fox to Ratify the Changes in respect of Permitted Dimension and Design of Memorials and to Approve the Cemetery Policy accordingly.

13.4.3 Dog Waste Services: To enter into a 3 year Agreement with AH Contracts:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to enter into a 3 year Contract with A H Contracts effective from 1st January 2016.

13.4.4 Action Plan 2015/2016: To review: (previously distributed)

The Updates were **Noted**.

Additional information:

i) Gigaclear: Slippage in programme but work continues in Croughton and Aynho. Cabinet installed mid September 2015.

Target Dates: Vodafone backhaul end October 2015. Completion: December 2015.

ii) Thames Water Drain: Problems continue. Manhole lifted beginning of October. Thames Water was investigating further.

Agreed: To insert updates on Gigaclear and the drain at the junction of Brackley Road and Park End.

Action: the Clerk

Further Updates:

Section 2: Councillor Actions: Activity: Life Saving Equipment: Cllr Gelder reported that one of the roles of the Fire and Rescue Service concerns Awareness in the use of Defibrillators and a Member of the Service would be willing to come along to give a demonstration.

Action: Cllr Gelder (Arrange Awareness session)

13.4.5 Action Plan 2016/2017: To consider proposals:

One Proposal: Cemetery: Development of Memorial Garden Area.

Agreed: To bring proposals to the next Ordinary Meeting of the Parish Council to be held 9th November 2015.

Action: All Councillors

13.4.6 Standing Orders: To Review: (previously distributed)

Agreed: To consider any revisions at the next Ordinary Meeting of the Parish Council to be held 9th November 2015.

Action: Cllr Forbes (review)

13.4.7 Croughton News: To seek sponsorship:
The Newsletter had been co-sponsored for the previous 12 months.
Cllr James offered to repeat his previous level of sponsorship for the next 12 months.
The Parish Council gratefully accepted Cllr James' offer.
Agreed: To invite co-sponsors via the November 2015 issue of Croughton News.
Action: the Clerk

14 Correspondence:

- 14.1 KierWSP: To Note changes within the Community Liaison Team:
(information previously distributed)
The previous 4 areas had been condensed into 2, South and North.
South Area: Northampton, South Northamptonshire and Wellingborough
Helen Howard remains as Community Liaison Officer with Matt Clarke and Craig White as Assistant Liaison Officers.
- 14.2 Community Speedwatch: To consider participating in the scheme in 2016:
Agreed: To seek additional information.
Action: the Clerk
- 14.3 Gambling Act 2005: Consultation on Statement of Licensing Policy: To consider commenting on the document: (Information available on line, previously emailed)

Noted.

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

None.

16 To receive items for the next Parish Council Meeting: - Monday 9th November 2015:

None.

The Meeting ended at 8.45 p.m.

Signed: _____ Date: 9th November 2015
Chairman