

Croughton Parish Council

Minutes of Croughton Parish Council Meeting
Held on Monday 9th August 2010 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Jean Coles
Councillor Caroline Murdoch
Councillor Ann Perkins
Councillor Rob Robbins
Councillor Brian Tomlin

Absent

Councillor Trevor Davies
Councillor Lesley Ramsay
Councillor Susan Relf

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies - Holiday
Cllr Ramsay - Holiday
Cllr Relf - Holiday

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Perkins to approve the Reasons for Absence submitted by Cllrs Davies, Ramsay and Relf.

2 To invite Declarations of Interest:

Cllr Coles declared an interest in item 9.1b)

3 Public Participation: Members of the Public may speak to Agenda items.

None.

4 To approve the Minutes of the Meeting held 12th July 2010: (previously circulated)

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Tomlin to approve the Minutes of the Meeting held 12th July 2010.

5 Matters Arising from item 4 not on the Agenda: For Information

5.1 Clerk's Report:

Minute 5.1: Yellow bands on telegraph poles in Conservation Area: No consultation was required. The bands have been installed to meet statutory requirements.

Other:

- i) Consultation on proposals to apply No Waiting Restrictions at the bottom of Wheelers Rise: **No Further Action.**

- ii) Smartwater: The Brackley Rural Safer Community Team will deliver to households on 10th September 2010 between the hours of 11 a.m. and 8 p.m.
- iii) ROW, AF5 from Wheelers Rise to the kissing gate to the rear of the School: The Parish Paths Warden has dealt with a complaint from a member of the public about the condition of the path. The path is included in the NCC Mowing programme according to which the second cut will take place in August. The Clerk is seeking clarification of the number of cuts per annum.
- iv) Status of the Parish Pound: The Official Copy of the Register of Title confirms that the Parish Pound forms part of a larger single title number, Title Deed NN280791, and that this is not in the ownership of the Croughton Parish Council. The Council was favourably disposed towards the installation of an Information Board at the site.

6 Finance Matters:

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £3,158.01 (02.08.10) Standard Life: £15,367.02 (02.08.10)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102135	A H Contracts	Inv 4883 dog waste bin emptying	£23.50	£3.50
102136	Texprep	Inv 18161	£61.20	
102137	E.ONM	Electricity inv 04July2010	£401.70	£59.83
102138	BDO LLP	External Audit YE 31.03.10	£158.63	£23.63
102139	A Le Druillenec	Salary Month 5	£310.35	
102140	HMRC	Tax Month 5	£77.40	
102141	A Le Druillenec	Reimbursement	£55.65	
102142	M Dempsey	Inv 788 grasscutting	£690.00	

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Perkins to approve the Payments.

6.2 To note Receipts:

Date	Payer	Description	Amount
05.07.10	E.ON	Wayleave	£4.60
July 2010	Customers	Smartwater	£170.00

6.3 To consider Training needs:

Cllr Tomlin: Training in respect of S106 contributions (no courses in current Northants CALC programme)

7 Insurance:

7.1 To approve a Proforma for Volunteers aged 75 -85 years: (previously circulated)

It was **Noted** that the proforma was specific to Newsletter Distributors.

Agreed: To offer the proforma to volunteers aged 75-85 years as an additional cover

Action: Cllr Gelder (contact volunteers to advise on the situation)

8 Quality Status: (Action Plan Objective)

8.1 To approve a Community Engagement Strategy: (draft previously circulated)

Members considered some aspects of the draft Strategy but were unable to complete a full review due to time constraints.

i) Current Status in Achieving our Objectives and Aims: No comments.

ii) Potential Actions to Achieve Improvements:

a) Communications: A positive discussion took place in relation to the adaptation and expansion of a Village Database; email alerts for emergency situations; development of a web forum; Twitter and Face Book.

Additional Noticeboards: not considered necessary. The Clerk was given safekeeping of the keys to the external noticeboard at the village hall to supersede the use of the internal noticeboard. Welcome Pack for new residents: A Welcome letter of introduction was considered preferable.

b) Develop Relationships:

Members supported Informal conversations with all sections of the community rather than a system of Councillor visits, and were also in favour of developing cooperation with local farmers in respect of snow clearance.

Walking for Health Group: Members considered the possibility of acting as facilitator via a website link.

Agreed: To review the draft prior to public consultation via the website and inclusion in the Action Plan for 2011/2012.

Action: Cllr Gelder (redraft and circulate to members)

8.2 To approve Portfolio evidence in support of Test 6:

Evidence:

i) Copy of audited Annual Return Sections 1-4 for YE 31st March 2010

ii) Reports dated 1st February 2010 and 2nd June 2010 from the Internal Auditor

iii) Copy of Minute Nos. 17.1.1 and 17.1.2 dated 10th May 2010 approving the Statement of Accounts and Annual Governance Statement for YE 31st March 2010

iv) Statement dated 9th August 2010 confirming that no Report in the Public Interest had been issued within the previous 3 years - to be signed by the Chairman and the Clerk

Agreed:

i) That the Clerk and Chairman sign the Statement

ii) To accept the 4 items of evidence put forward in support of Test 6.

9 **Planning:**

9.1 **Applications:**

a) Ref: S/2010/0837/FUL

Proposal: Two single storey extensions to increase the size of the post office

Location: Defence Estates RAF Croughton Brackley

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=62641>

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Murdoch to raise NO OBJECTIONS.

b) Ref: S/2010/0905/FUL

Proposal: Two storey rear extension

Location: 8 High Street Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=62841>

Cllr Coles had declared an interest.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Perkins to raise NO OBJECTIONS but to bring to the Planning Officer's attention concerns in respect of the windows overlooking the adjacent property to the east.

9.1.1 RAF Croughton: Repainting of RITC Radome Canopies: To consider a change of colour from orange to white:

The Council was not in favour of white.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to request that the RITC Radome Canopies are requisitioned in grey.

9.2 **Notices of Decision:**
None.

9.3 **Brackley Masterplan Public Consultation:** (in circulation) (Deadline 20th August 2010)
www.southnorthants.gov.uk/planning_building/1439.htm

8.3.1 To consider a response:

Agreed: To respond following the Exhibition.

Action: All Councillors (comments); Cllr Gelder (compile response); the Clerk (submit response to SNC by deadline)

8.3.2 To note arrangements for the Exhibition to be held 16th August 2010:

Agreed:

i) Arrangements for Publicity (press and posters); email communications to village groups, rota for stewarding.

ii) that the Role of the Parish Council is to endorse the Exhibition; to be mindful of the security of the Exhibition; to invite comments from members of the Public.

Action: All Councillors (Apologies from Cllrs Relf and Robbins)

10 **Statutory Matters**

10.1 **Risk Assessment of Public Areas:** (Action Plan Objective)

The following matters were **Noted:**

i) Allotments: Shed on Allotment 23 to be painted green; repairs to wall by path are in hand.

ii) Bus shelter: Replacement of tile is in hand.

iii) Various Footpaths: to be reported to NCC

Action: the Clerk

iv) Mill Lane Ford: Trip hazard to be further investigated.

Action: Cllr Murdoch

v) Portway Pocket Park: Occasional monitoring in the interests of safety.

Action: Cllr Davies

The following matters were **Agreed:**

vi) Parish Pound: To remove from the Risk Assessment document.

vii) Lighting: To introduce a Risk Assessment with areas of responsibility divided up according to street areas.

Action: the Clerk (draft Lighting check lists)

10.2 **Audit of Accounts for YE 31st March 2010: Conclusion of Audit:**

10.2.1 To note the Audit Opinion of the External Auditor:

The External Auditor had signed off Section 3 of the Annual Return. There were no issues arising. **Noted.**

10.2.2 To approve and accept the Annual Return for YE 31st March 2010:

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Coles to approve and accept the Annual Return for YE 31st March 2010.

Action: the Clerk (display the Notice of Conclusion of Audit and Sections 1-3 of the Annual Return for a 14 day period)

11 **Highway Matters:** (Action Plan Objective)

11.1 To consider the purchase and installation of 2 VAS devices at a cost of £1,676.00 each plus data logger at £113.52 per sign and to consider associated estimated costs in respect of traffic management, staff and connection costs as supplied by the Agent for NCC Highways:

Cllr Tomlin reported on the quotation for additional costs in respect of electricity connections and associated traffic management at the two proposed locations.

The Parish Council considered alternative options:

- i) A solar powered VAS device at Blenheim.
- ii) To install one mains VAS device only, at Blenheim

It was **Noted** that the Parish Council held £5,000 designated reserves and that Cllr Sawbridge had pledged £2,250, bringing the total funds available to £7,250.00.

Agreed:

- i) To contact the preferred supplier in respect of costs per VAS device of solar panels and wind turbine
- ii) To consider a compromise on power supply in order to spend within budget
- iii) To bring a specific proposal to the next Ordinary Meeting of the Parish Council to be held 13th September 2010.

Action: Cllr Tomlin (contact supplier); Working Party (specific proposal); the Clerk (notify Cllr Sawbridge of the Parish Council's determination to reach a decision in September; Agenda item)

- 11.2 Extension of Speed Limits at Brackley Road and Portway: Update:
Mrs Helen Howard, Community Liaison Officer NCC had advised that the speed limit at Portway could be moved 20 metres further out and the one at Brackley Road as far as the end property. The requests will be kept on file for full consideration when funds allow.
Agreed: To reiterate the Parish Council's request that the speed limits are extended at Portway and Brackley Road as advised by Mrs Howard.
Action: the Clerk (inform Mrs Howard)
- 11.3 Speedwatch: To note Data:
(Results for the period 15th May - 27th June 2010 previously circulated)
A total of 507 checks had been carried out in Croughton. As a result of the 87% accuracy of the checks the Police were able to issue 441 warning letters to motorists.
Agreed: To thank the Community Speedwatch Team for their effort which was the best of the Group 2 Parishes in terms of numbers of checks and accuracy.
- 11.4 Rightracks Update: For information:
Aynho: changes to be made to the alignment of the kerbs; white lining to be applied to some sections.

12 Website: (Action Plan Objective)

- 12.1 To appoint Mr Jamie Bodley-Scott as Webmaster for Croughton website:

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Tomlin to appoint Mr Jamie Bodley-Scott to the role of Webmaster for Croughton website.

Action: the Clerk (letter)

- 12.2 To formally thank Mr Tom Millington for his service as Webmaster from design and launch to the present:

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Tomlin to formally thank Mr Tom Millington for his service as Webmaster.

Action: the Clerk (letter)

13 Policy for Advertising in the Newsletter and on the Website: (Action Plan Objective)

- 13.1 To review the current Policy and update as required:
(policy previously circulated)

- RESOLVED:** It was proposed by Cllr Murdoch and seconded by Cllr Tomlin to make no changes to the Policy for Advertising in the Newsletter and on the Website but to update the Webmaster details and date of adoption.
Action: the Clerk (update policy); Cllr Gelder (sign document)
- 13.2 To consider sponsorship of the Newsletter:
 Various potential sponsors were suggested.
Action: the Clerk (make enquiries)
- 14 Emergency Plan:** (Action Plan Objective)
- 14.1 Update on meeting held 26th July 2010 with Squadron Leader Will Still of RAF Croughton:
- References in the Emergency Plan to RAF Croughton (resources -paragraph 11; 24hour telephone number - Annexe 2) had been agreed.
- 14.1.1 Communications, paragraph 12:
Agreed: To include press coverage in the Verbal and Electronic methods of communication
- 14.1.2 Purchase of items for the Emergency Kit:
Action: Cllr Ramsay (submit claim for reimbursement)
Agreed: To approve the Emergency Plan at the next Ordinary Meeting of the Parish Council to be held 13th September 2010
Action: Cllr Gelder (final draft); the Clerk (Agenda item)
- 15 Correspondence:**
- 15.1 To consider items of Correspondence:
- 15.1.1 Northants CALC AGM: 7 p.m. on 20th October 2010 at Towcester Town Hall
- 15.1.1.1 To appoint delegates (one voting) to the AGM: **None.**
- 15.1.1.2 To submit a motion for debate at the AGM: **None.**
- 15.1.1.3 To nominate a Committee representative: **None.**
- 15.1.2 Northants CALC: Communities and Local Government: 'Local referendums to veto excessive council tax increases' Consultation. (Deadline 10th September 2010; Northants CALC invites representations from members by 16th August 2010): **Noted.**
- 15.2 To note:
- 15.2.1 Macmillan Coffee Morning: 24th September 2010: **Noted.**
- 15.2.2 Informal Meeting with Andrea Leadsom MP:
Agreed:
- i) To commence at 5 p.m. until approx. 7 p.m. on Thursday 23rd September 2010 in the Parish Room, Croughton Village Hall
- ii) To set out an Agenda
- 15.2.3 Brackley Hospital Trust: Gratitude of Hospital Trustees for the support of Croughton Parish Council: **Noted.**
- 15.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:
- i) SNC Lists of planning applications registered during periods 08.07.10 - 28.07.10
- ii) Northants CALC: Update: Issue 4/10 July August 2010
- iii) Northamptonshire Improvement and Efficiency Partnership project
- iv) LCR: Summer 2010
- v) The Community Right to Build
- vi) Brackley Hospital Trust: Annual Report and Financial Statements YE 31st March 2010

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

16.1 ~~Stone Stile at Mill Lane AF9: Repairs required-~~ to stile beyond kissing gate.

Action: the Clerk (contact landowner)

16.2 ROW AF13: Mill Lane:

Agreed: To request that the Right of Way is re-opened.

Action: the Clerk (contact NCC)

17 To receive items for the next Meeting - Monday 13th September 2010:

None.

The Meeting ended at 10.30 p.m.

Signed: _____ Date: 13th September 2010
Chairman