

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 14th March 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)

Cllr Ron Sawbridge MBE, NCC

Cllr John Townsend, SNC

Mrs Jenny Collyer, Public Relations Advisor, RAF Croughton

WELCOME: The Chairman welcomed those present to the Meeting and advised of changes to the published order of business on the Agenda.

0 **Presentation on Planning Applications at RAF Croughton:** by Mr Stelios Vassilou of Mott MacDonald Consultancy on behalf of the MOD: (Agenda Item 6 on published Agenda)

The Presentation provided an update on the development of RAF Croughton, the SATCOM programme and JIAC (Joint Intelligence Analysis Centre).

1. SATCOM: To the South of the Base.

The existing building (dates back to WWII) (No. 30) is to be replaced (then demolished), with two purpose built buildings. This proposal would not generate more traffic or personnel. Building No. 180 would also be pulled down and the site developed as a new car park.

Building 1: Technology: 84 staff. 6 m high, single storey, no windows, enclosed by dual fence line.

Building 2: Administration: 111 staff. Of tiered height construction.

Antennae. 6 satellite terminals, of which 4 will be in the Geodomes. Mr Vassilou advised that the planning application is commissioned on a new build basis only and excludes the Radomes.

Timetable:

February 2016: Screening option Proposal: SNC decided that the Screening option Proposal did not require an Environmental Statement.

March 2016: Submission of Planning Application

2017-2019: Construction Phase. Access will be from main gate on B4031 until the JIAC construction starts when access will be from the A43.

2012: Demolition Phase

2. JIAC:

The Administration building will be the largest but designed to be less imposing when viewed from the A43. An earth bund surround will be built to the NE and S elevations. Entrance will be at first floor level. Green roof.

1,200 -1,300 new personnel who will require support facilities.

Ancillary construction to include:

Recycling bin store to west of building.

Warehouse to south.

North/South link road.

Temporary and expanded construction access from A43
Once the construction is completed the main gate to the Base will continue to be on the B4031.

JIAC Support Facilities:

Nursery- Refurbishment and Extension

The School will accommodate 400 - 500 pupils and will serve the population of the Base New Accommodation Block and Commissary

New Fitness Centre

Post Office Refurbishment and Extension.

Medical Facilities: This service will not be expanded but the Clinic will be enlarged to cope with additional personnel numbers.

Timetable:

Ongoing: Outline design. Various stages of design.

March 2016: Environmental Screening Assessment gets underway.

The Planning Application will be submitted in 2 stages:

April 2016: Administration Building, Warehouse and Recycling Bin Store

May 2016: Remainder of Support Facilities

Late 2017 - 2021: Construction. Construction of support facilities will run alongside the construction of the main Admin. Building.

During the course of the Presentation the Parish Council raised the following concerns:

i) Lighting: Mr Vassilou said that essential lighting only and mainly safety lights housed in low level bollards was planned for JIAC but for SATCOM there may be more.

Cllr Townsend requested that in the interests of reducing light pollution investigations should be made into minimising all lighting on the Base.

ii) Conformity of building materials: Buff coloured bricks and cladding were being proposed.

iii) Radome covers: The Parish Council would like the Radome covers to be of a neutral colour, similar to the existing.

iv) Traffic - HGVs travelling through the village - observance of Weight limit restriction: Mr Vassilou stated that the largest impact of the development of the Base would be traffic.

The Chairman thanked Mr Vassilou for his Presentation and Mrs Collyer for being in attendance. An invitation was extended for the Presentation to be delivered at the Annual Parish Assembly.

Mr Vassilou and Mrs Collyer withdrew from the Meeting at 8.10 p.m.

- 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:**

Cllr Tomlin declared an interest in Item 13.3.2: New Homes Bonus.

Reason: Prospective applicant in capacity as Trustee of Croughton Reading Room.

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

None.

6 Proposed Cherwell-South Northants Unitary Authority covering the area currently Administered by CDC and SNC: Cllr John Townsend, SNC: (Agenda item 7 on published Agenda)

(SNC Press Release dated 25th February 2016 'Council Leader supports Simplification of Local Government Proposal' Email dated 5th March 2016 from Cllr Sawbridge
SNC Press Release dated 8th March 2016 'Statement released on behalf of the Leaders of Borough and District Councils in Northamptonshire'
NCC News Released dated 8th March 2016 'Statement regarding Unitary Governance in Northamptonshire' previously distributed)

The Chairman invited Cllr Townsend, SNC, then Cllr Sawbridge, NCC to speak to this item.

Cllr Townsend: The Proposal had sprung from Oxfordshire. Central Government had made little mention and there was no framework.

The shared working/services arrangement between SNC/CDC dates back 5 years. A joint management structure was in place but the districts had retained their sovereignty. Planning matters were dealt with independently but there was co-operation for the purposes of legal and waste services. The arrangement had worked well and had achieved savings.

Oxfordshire County Council was in difficulty and its preferred option was for 4 local unitaries, including CDC/SNC. Potentially the area covered by these unitaries would stretch from Cogenhoe to Tetbury.

SNC's position was to commission work to investigate whether the arrangement might work. No commitment had been made to support the proposal.

It was not clear what the optimum population might be to support a unitary authority but it was conceivably one that was greater than CDC/SNC combined.

A new structure was needed for changing times.

Cllr Sawbridge: There had been no consultation on the proposals with either OCC or NCC. NCC had reviewed a possible arrangement of SNC being incorporated into Oxfordshire and was not in favour of this. There was some merit to this arrangement in Cllr Sawbridge's own constituency as his constituents relate to Oxfordshire but the perceived demerit is the impact on its rural character.

Financial situation: The Revenue Support Grant would be phased out by 2020. Between now and then the grant was being systematically reduced whilst costs would continue to rise (as a result of an ageing population and its critical care needs, as well as children in care - amounting to 50% of the budget). The population of the county was growing rapidly. County Council budgets were capped at 2%.

Cllr Sawbridge was in favour of removing one tier of the three levels (County, District, Parish) of local government.

Options:

- i) A unitary Authority for Northamptonshire - Population 700,000.
- ii) Two Unitaries comprising the Borough of Northamptonshire with one third of the population and the surrounding districts comprising two thirds. It would be possible to share services.
- iii) Two Unitaries comprising North and East; Daventry and South.

Options needed to be sustainable into the future. All districts and the county needed to work together to find the best solution.

The County Council will commission work to examine the options.

NCC is a demand led service which is expensive and complex. Deterioration in service provision was to be avoided and current service provision examined.

The Chairman thanked Cllrs Townsend and Sawbridge for their input.
Cllr Sawbridge withdrew from the Meeting at 8.30 p.m.

6 To Approve the Minutes of the Parish Council Meeting held 8th February 2016:
(previously distributed)

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr James to Approve the Minutes of the Parish Council Meeting held 8th February 2016.

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

7.1 Clerk's Report: (previously distributed)

Minute No. 7.1:

Allotment Vacancies: One person responded to the notice in the February issue of Croughton News and has accepted the tenancy of one of the plot.

A Notice was placed in the March issue of Croughton News and one person has since expressed an interest.

Sponsorship of the Newsletter: A letter of thanks was sent to the sponsor on 15th February 2016.

Website, Domain Name: 2Commune advised that they would register the domain name on behalf of the Parish Council and that the fee for this was included in the invoice that the Parish Council has paid.

At the Kick Start Meeting a different domain name was selected

www.croughtonparishcouncil.org.uk

Domain pricing structures: LCN.Com Ltd advised that it was not possible to renew a domain unless it was within 90days of the expiry date.

Minute No. 8.3 Good Councillor's Guide: 10 copies were ordered on 17th February 2016. Copies were given out at the Meeting.

Minute No. 11.3 National Planning Policy changes: The Parish Council's response was submitted on 17th February 2016.

Minute No. 13: CIL: The presentation slides were distributed on 17th February 2016.

Minute No. 14.3.3: Verge at Co-Op: Cllr Tomlin reported the damage to the verge to Street Doctor (URN 765785) and requested a safety bollard (URN 765788).

Cllr Tomlin reported on the site meeting with Mathew Clarke of NCC: Mr Clarke was loathe to install a bollard but was in favour of paving a corner of the grass area. This would be scheduled to be done after April 2016.

Noted.

Minute No. 14.4.1: Grasscutting Contract 2016-2018: A letter of Appointment was sent to M Dempsey on 29th February 2016.

Item 15.1: Kier WSP Parish Satisfaction Questionnaire: The Parish Council's response was returned on 24th February 2016.

Feedback: According to Northants Highways 70 of the 263 parishes responded.

Comments included:

'Personal attention, professionalism, and responsiveness.

Many parishes value our Community Liaison Officers and their assistance.

Many respondents feel our quarterly newsletter is important, but could be improved.

Most important to Parishes are potholes, speeding, lack of signage and verges but we are analysing all the surveys to be able to tell you more. '

Suggestions on ways we can improve and strengthen our offering.

We are grateful for your time and your willingness to share feedback with us. We will be coming back with more comprehensive feedback in the next month.'

Minute No. 17: Annual Parish Assembly 2016:

Individual invitations have been issued and a general invitation placed in the Newsletter. Reports have been requested by 4th April 2016.

Minute No. 18.1 PCC Road Safety Initiative: A letter was sent to the Home Secretary on 9th March 2016 and the PCC for Northamptonshire copied in.

Other:

1. Road surface at Portway Drive: Road surface lifting in place and revealing subsoil. Resident was asked to report it to Street Doctor.
2. Lamp No 7, High Street: Western Power Distribution has cut away the vegetation that was covering the light. The Light has been reported to E.ON for repair.

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £929.45 (29.02.16) Business Direct: £23,666.21 (29.02.16)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102684	A H Contracts	Inv. 8510 dog waste bin emptying	£24.00	£4.00
102685	Texprep	Inv. 21924 newsletter	£66.30	
102686	A Le Druillenec	Salary Month 12	£320.22	
102687	HMRC	Tax Month 12	£80.00	
102688	A Le Druillenec	1&1 Inv. 203007320660, Subject dividers	£27.16	£4.19
DD	Anglian Water	Water Rates Cemetery 11.11.15 - 02.02.16	£13.31	

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

8.2.1 Additional Payments:

- i) Northants CALC: Invoice 5462; £28.50; Good Councillor's Guide (10 copies)
- ii) M Dempsey: Invoice 1157; £175; Cemetery Hedge

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

(Cheque Nos. 102689 and 102690 were raised)

8.4 To Note Receipts:

Date	Payer	Description	Amount
03.02.16	Co-Op	Advert February 2016 Croughton News	£16.00
08.02.16	Anon.	Sponsorship Croughton News Oct15-Sep16	£829.40

Noted.

9 Footway Lighting: Renewal and part undergrounding of LV network at Park End:

9.1 Report of site meeting held with Western Power Distribution 25th February 2016:

Cllr Tomlin reported that:

WPD were going to remove 3 poles at Park End opposite the layby, including Lamp No. 47 but had not taken into account the overhead BT wire attached to these poles.

Following discussion with BT plc, WPD agreed to replace the poles and replace the overhead wires with new cables wound together as one.

WPD will refix Lamp No 47 to the new pole at no additional cost.

The work may also affect Lamp No. 49.

9.2 To consider the replacement of Lamps Nos. 47 & 49 at a unit cost of £320 + vat:

Agreed:

- i) To continue to have footway lighting at these 2 locations.
- ii) Subject to the condition of the existing lamps that WPD refits them at no extra charge.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr James to:

i) Set aside £640 for 2 new lamps

ii) To Authorise the Chairman via the Clerk to order 2 new lamps if required.

Action: Cllr Tomlin

10 Planning:**10.1 Applications: None****10.2 Decisions:**

10.2.1 No. S/2016/0394/SCR ENVIRONMENTAL STATEMENT NOT REQUIRED

Proposal: Screening option for the SATCOM development

Location: Royal Air Force RAF, Croughton Road, Croughton NN135NQ

10.2.2 No. S/2016/0150/TCA NO OBJECTION

Proposal: T1- Yew Tree - Reduce crown height by 50% (approx. 5m) and shape

Location: Croughton House West, Church Lane, Croughton NN13 5LS

Noted.

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

No expressions of interest had been received. No Nominations.

12 Training: To consider training needs and to receive reports: (Information previously distributed)

None.

13 Action Plan 2015/2016:**13.1 Councillor, Representative and Warden Updates:**

Additional Report: 13.1.0 Croughton CE Primary School: Cllr Davies:

Cllr Davies reported that the School roll was growing and plans had been drawn up to replace the mobile classroom to the rear with a free standing building and to extend the School Hall.

A planning application had just been submitted for this under the Care of the Agent.

The Parish Council was asked to consider whether it would allow its name to go forward as applicant in order to reduce the fee payable by 50%.

The Clerk advised against doing so, based on the advice of Northants CALC, in terms of representing its electorate during the statutory consultation process, and the Deputy Monitoring Officer at SNC, in terms of the appropriateness of such an action.

The Chairman asked Cllr Townsend for his view. Cllr Townsend concurred with the advice presented by the Clerk. Planning Fees were not a source of income for the Local Planning Authority but were there to offset Officer's time etc.

Agreed: To be persuaded by the advice received with the outcome that the Parish Council should not act as applicant.

Action: Cllr Davies (inform the School)

The Clerk suggested that the School may wish to consider an application for the fees to be made to the New Homes Bonus.

Cllr Townsend withdrew from the Meeting.

13.1.1 Drainage problems to farmland in the vicinity of the spring at Blenheim:

To consider investigative action such as the hire of an excavator at a cost circa £100 per day to dig trial holes: Cllr Tomlin reported:

A sketch of the site to illustrate the location of the problem was circulated at the Meeting. It was not clear whether the natural spring in the Old Allotment Pocket Park adjacent to the field where flooding had occurred had been connected up decades ago by pipework to the outlet at the Allotment wall.

It would be necessary to carry out investigative work such as digging trial holes in the corner of the field beside the Allotments order to establish this and the responsibility for remedial action to any pipework situated on its land.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to Authorise expenditure of between £100 and £200 to carry out necessary investigative work.

Action: Cllr Tomlin

13.2 Councillor Actions:

13.2.1 Cemetery: To consider tree/hedge works: **No further progress.**

Cllr Tomlin reported that the Cemetery was reasonably tidy.

13.2.2 New Website: To receive a report on the Kick Start Meeting with 2Commune held 23rd February 2016: Attended by Cllrs Davies, Gelder, Tomlin and the Clerk. Cllr Davies reported. A range of set up options were considered.

The domain name will be set up by 2Commune www.croughtonparishcouncil.org.uk

An online training session with Tina Britt, Managing Director, 2Commune has been arranged for 17th April 2016. Cllr Davies and the Clerk will attend.

Cllr Davies has already populated the website with new features and was confident that the Site will be ready to launch by April 2016.

13.3 Community Action:

13.3.1 Gigaclear:

13.3.1.1 To receive a Report on the Walkabout of 10th February 2016: Cllr James reported. Cllr James and Mr Eddie O'Brien of MJK had investigated 8 separate reports.

Mill Lane: 4 reports:

i) Crushed lid of water meter pot:

Agreed: Contact Anglian Water

Action: Cllr James

ii) Road camber and run off from road.

Agreed: It was difficult to see what the road level was like previously. It seemed to be as it should be. Unable to see where the water was coming from.

No action required.

iii) Damage to boxes, Collapsed edge, cable

Agreed: to be sorted.

Action: MJK

iv)i) Cut in road. Resident was advised that MJK was not permitted to put tarmac in cuts because of slippage problems.

Agreed: To seek a solution.

Action: MJK

iv)ii) Bank collapsing:

Agreed: To attend to.

Action: MJK

Portway Drive: 1 report

v) Insufficient grass seed by exit side. Too many stones by Slow Down sign.

No further action.

Portway Crescent: 1 report

vi) Cracked tarmac:

Agreed: That moss was growing in the cracks indicating that the cracks had not appeared due to the work that BoxCom had carried out.

No further action

Wheeler's Rise: 1 report

vii) Various including sunken cable leading to puddling in the tarmac.

Agreed: To sort out.

Action: MJK

Yew Tree Rise: 1 report.

viii) Trench needs backfill

Agreed: Gravel needs raking

Action: Resident

Permissions would take 30-40 days to come through. Cllr James had tried to contact Mr O'Brien of MJK but without success and would try again.

The Chairman thanked Cllr James for dealing with these issues.

13.3.1.2 Update on the connection to the Village Hall:

Gigaclear had been installed on 10th March 2016.

For a telephone connection the Parish Council will need to contact Vonage.

Action: the Clerk

13.3.2 New Homes Bonus 2016-2017:

13.3.2.1 To Note correspondence from the Grants Officer, SNC: (previously distributed)
Croughton Parish Council had an available allocation of £5,653.

Noted.

13.3.2.2 To discuss projects:

Prospective projects included the Reading Room and Play equipment.

Noted.

13.4 Policies, Plans and Procedures:

13.4.1 Financial Regulations: To review: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies to Approve the Financial Regulations without change.

Action: the Clerk (amend front cover and distribute)

13.4.2 Training Statement of Intent: To review: (previously distributed)

Agreed: To insert at Paragraph 4 after 'publications': 'and travel expenses at the appropriate rate'.

Therefore Paragraph 4 'Resourcing Training' to read:

Croughton Parish Council will make sufficient provision in its budget to ensure that the Clerk and Councillors are suitably trained to carry out their functions and duties. There will also be sufficient funds set aside for appropriate technical literature and other publications and travel expenses at the appropriate rate.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to Amend the Statement as agreed and to Approve the Training Statement of Intent as amended.

Action: the Clerk

13.4.3 Document Retention and Disposal: To draft some Guidelines:

Office space was becoming tight. Documents and Papers could be stored in the loft above the Parish Office.

Agreed: To draft some guidelines on document and retention prior to storage.

Action: the Clerk

14 Correspondence:

14.1 CPRE: Clean 4 the Queen: To consider organising a litter pick:

Agreed:

i) To hold a village litter pick on the morning of Sunday 8th May 2016

ii) To borrow equipment and protective clothing from SNC

iii) To place notices in the Newsletter and at the Annual Parish Assembly.

Action: the Clerk

14.2 Community Enhancement Gangs: (Information previously distributed)

Deadline for requests: 11th April 2016

Agreed: To send requests to the Clerk by 4th April 2016.

Action: All

15 Annual Parish Assembly 2016:

15.1 To consider special topics and speakers and draft an Agenda:

Agreed: Planning Developments at RAF Croughton: Overview by Colonel Mellars and Presentation by Mott MacDonald.

16 Motion to Exclude the Public and the Press from the next item on the Agenda:

No members of the public were present. No Motion required.

17 Staffing Matters: To Note the Performance Appraisal of the Clerk: (previously distributed)

Noted.

The Clerk was thanked for her work during the year.

18 Motion to re-admit Members of the Public and the Press to the Meeting:

No members of the public were present. No Motion required.

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

None.

20 To receive items for the next Parish Council Meeting: - Monday 11th April 2016:

None.

The Meeting ended at 9.30 p.m.

Signed: _____ Date: 11th April 2016
Chairman