

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 10th January 2011 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Caroline Murdoch
Councillor Ann Perkins
Councillor Lesley Ramsay
Councillor Susan Relf
Councillor Brian Tomlin

Absent

Councillor Rob Robbins

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Robbins - Ill

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Coles to approve the Reason for Absence submitted by Cllr Robbins.

2 To invite Declarations of Interest:

None.

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

None.

Cllr Perkins entered the Meeting.

4 To approve the Minutes of the Meeting held 13th December 2010: (previously circulated)

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Coles to approve the Minutes of the Meeting held 13th December 2010.

Cllr Relf entered the Meeting.

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

5.1 Clerk's Report: (previously circulated)

Minute 5.1: Affordable Housing, Brackley Road: A pre-Christmas Meeting between Officers from SNC and NRHA was postponed to 6th January 2011. The Parish Council had received no information on the outcome.

Minute 5.1: Energy from Waste facility, Ardley Fields: The Secretary of State, Eric Pickles MP, is minded not to call in the OCC decision.

Minute 8.4.3: Cleaning of Lamps: The work has been rescheduled for January 2011.

Other:

i) Publication of Council expenditure over £500: Guidance, specific to Parish and Town Councils is awaited from the professional bodies (NALC and SLCC).

Meeting Date: 10th January 2011

ii) Agenda for Little Brook Ward Meeting: 8 p.m. on 11th January 2011 hosted by Aynho Parish Council:

Agreed: To confirm the date and venue of the next Ward Meeting as Monday 25th July 2011 at Croughton.

Action: the Chairman (advise Ward Meeting at Agenda item 10)

iii) Planning Decision: Proposed garage extension to form studio and hobby space at 12 High Street: Permitted

iv) Street Trader Licensing Application Renewal: Mobile Catering Trailer: A43 layby, northbound between Croughton and Evenley roundabout.

Change to operating times- 06.00 - 18.00 (formerly 06.00 - 17.00)

Agreed: To submit an informal response to the Licensing Officer, SNC by the consultation deadline of 18th January 2011.

Action: the Clerk

6 Finance Matters

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £5,562.62(04.01.11) Standard Life: £15,367.02 (04.01.11)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102174	A H Contracts	Inv 5165 dog waste bin emptying	£23.50	£3.50
102175	Texprep	Inv 18502 newsletter	£66.80	
102176	Northants CALC	Training: Archiving 18.12.10	£29.00	
102177	NCC	Inv 109889 VAS devices	£4,785.80	£712.78
102178	A Le Druillenec	Salary Month 10; 7.5 hrs QPS ¹	£377.23	
102179	HMRC	Tax Month 10	£94.40	
DD	BT plc	Telephony Q00701	£203.67	£30.33

¹ Representing 50% of total QPS hours

6.2 To note Receipts:

Date	Payer	Description	Amount
03.12.10	HMRC	Vat refund	£412.95
06.12.10	J & M Humphris	Inscription Plot 839	£15.00
15.12.10	R Thompson	Allotment Rent	£3.00

Noted.

6.3 To Note the Report of the Internal Control Councillor for Q2: (previously circulated)

It was **Noted** that the vat claim for the period 01.03.10 - 30.09.10 was incomplete.

Agreed: To include the omission in the claim for the next period.

Action: the Clerk

6.4 Budget Monitoring:

6.4.1 To receive the Report for period ending 31st December 2010: (previously circulated)

Received. There were no issues.

6.4.2 To review the situation in respect of Allotment Water Rates: (Arising from Minute No. 8.1 of the Meeting held 13th December 2010)

Reasons for the high water consumption for the period 23rd February 2010 - 18th August 2010 were suggested: dry summer spell causing extensive watering to allotment plots and cricket square or a leak.

Agreed: To investigate.

Action: Cllr Tomlin (meter readings)

6.5 To consider Training needs:

6.5.1 s106, 11th January 2011: To ratify training reservation in the sum of £11.00 for Cllr Tomlin.

It had not been possible to reserve a place for Cllr Tomlin as the training session had been fully booked. Northants CALC intended to offer a repeat training session.

6.5.2 Archiving: To receive a report on the training session held 18th December 2010: The Clerk reported on the:

i) Purpose of the session: to advise Clerks and Councillors how to manage and look after Parish and Town Council records, excluding information generated by other authorities.

ii) Importance of Council records: the corporate memory of the Council, historical significance, Council assets.

iii) Responsibility for the maintenance of a proper system of retention of Council records: Members of the Council; Northamptonshire County Council, for the supervision and conscientious care of parish records in its custody.

iv) Recommended Storage and Care of Records:

v) Review and Disposal/Transfer of Records: seek advice of the County Archivist in respect of records that pre-date 1990.

vi) Archiving Policy.

7 Planning:

7.1 Applications: None.

7.2 Notice of Decision:

a) Ref: S/2010/1358/FUL

PERMITTED

Proposal: First floor extension and replacement of existing flat roof with new pitched tile roof. Replace existing rendered wall on first floor extension with natural stone wall.

Location: 30 High Street, Croughton

Noted.

7.3 NCC: Minerals and Waste Development Framework: Invitation for CPC representative to attend limited Hearing Sessions at Northampton on 18th January 2011 in the capacity of observer:

Noted.

8 Statutory Matters

8.1 Budget and Precept for YE 31st March 2012:

8.1.1 To approve a Budget of £18,647.00 for YE 31st March 2012:

RESOLVED: It was proposed by Cllr Murdoch and seconded by Cllr Perkins to approve a Budget of £18,647.00 for YE 31st March 2012.

Agreed: To afford priority to replacement footway lighting bulbs in the 2012/2013 Budget.

8.1.2 To approve a Precept of £16,213.00 for YE 31st March 2012:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Perkins to approve a Precept of £16,213.00 for YE 31st March 2012.

Action: the Clerk (notify SNC, Billing Authority)

8.2 The System of Internal Control: (Action Plan Objective)

8.2.1 To consider the effectiveness of the System of Internal Control: (paper previously circulated)

It was **Noted** that the Council had developed its assessment of training needs since the previous review of the system of internal control.

Agreed:

i) That the Council continues to maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper

internal audit practices.

ii) That this assessment was made in relation to the Expected Standards of the scope of internal control provided by the Internal Auditor, the independence and competence of the Internal Auditor, the relationship between the RFO and the Internal Auditor, and Audit Planning and Reporting.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Murdoch to accept the review.

9 Policy on Charitable Giving (Action Plan Objective)

9.1 To consider a framework for a Policy on Charitable Giving: (paper previously circulated)

Agreed: To defer consideration of a Policy on Charitable Giving and its status as a Consultation document to the next Ordinary Meeting of the Parish Council to be held on 7th February 2011.

Action: the Clerk (Agenda item)

10 Quality Status: (Action Plan Objective)

10.1 To receive a report on the Panel Meeting held 10th January 2011:

Cllr Gelder reported that the Panel had scrutinised the Portfolio of Evidence that had been submitted on 18th December 2010. Panel Members were well informed and had discussed a wide range of topics with the Chairman and the Clerk. These included: the Village Website, affordable housing, Annual Report, HS2, Parish Pound, RAF Croughton, Local Community and Cross Border Relationships, and Emergency Planning.

The Panel would formally recommend to NALC that Croughton Parish Council be accredited with Quality Parish Status and thereby become the fourteenth Quality Council in Northamptonshire.

The Panel would make two unconditional recommendations to the Parish Council in respect of the website and the Annual Report.

Agreed:

i) To place on record the formal thanks of the Chairman and the Parish Council to the Clerk.

ii) To investigate improved website access.

Action: Cllrs Murdoch, Webmaster, Cllr Gelder (bring to attention of Mr Jamie Bodley-Scott)

11 Local Elections 5th May 2011:

11.1 To consider a proposal from SNC to introduce candidacy statements:

Candidacy statements would be used in contested elections and are seen as a way of SNC improving community engagement. Statements would comprise a 100 word (max) synopsis of the candidate's reasons for standing for election and of what he/she would bring to the Council if elected. The information sheet of candidates plus statements would be posted on the SNC website and in public places. Should candidates decide not to provide a statement promoting their candidature, the sheet would record 'No information received' against their name.

Agreed:

i) The Parish Council was in favour in principle of the use of candidacy statements in the 2011 Parish Elections.

ii) To refuse permission for SNC to post candidacy statements on the SNC website.

iii) To seek further clarification from the Electoral Services Officer, SNC.

Action: the Clerk (discuss with Electoral Service Officer; distribute background information to Members)

11.2 To arrange a Parish Council led information session with Q&A:

Agreed: To hold a one hour session from 6.30 p.m. - 7.30 p.m. on Monday 14th March 2011 prior to the Ordinary Meeting of the Parish Council.

Action: All Councillors (attendance); the Clerk (newsletter)

12 Highway Matters: (Action Plan Objective)

12.1 Acquisition of 2 Vehicle Activated Signs:

12.1.1 To Note the award of a grant in the sum of £2,250.00 from the NCC Empowering Councillors and Communities Fund:

It was **Noted** that in accordance with the grant conditions the Parish Council will need to provide evidence of the project's implementation. NCC may also organise a follow up visit.

Agreed that:

i) The Parish Council was grateful to Cllr Sawbridge for his support

ii) The application and assessment process had been efficient.

Action: Cllr Gelder (thank Cllr Sawbridge)

12.1.2 To Note the schedule for the completion of the project:

NCC had placed the order on 29th November 2010.

Instalment to be completed by the end of January 2011.

12.2 NCC: MGWSP Parish Satisfaction Questionnaire: To consider a corporate response: (questionnaire previously distributed)

Agreed:

i) To give an Importance Rating of 5 on a scale of 1 (low) - 5 (high).

ii) To rank MGWSP's Performance in key areas as 3 or below with the exception of:

contacting the right person

Street Doctor reporting system

courtesy of site operatives

quality of workmanship which would receive a rating of 4, on a scale of 1(low) - 5 (high).

iii) To complain about the absence of snow clearance along the impassable B4031.

Action: the Clerk (complete and return questionnaire; formal written complaint)

12.2.1 For Information: The following matters were raised:

i) Exiting Yew Tree Rise had been difficult. The status of Yew Tree Rise (adopted road?) was queried.

ii) Sourcing additional grit for bins in Portway Drive.

iii) A heap of grit/sand had been deposited at the 'layby' in Blenheim.

13 SNH Repairs to Fence at garage area 15-23 Wheelers Rise:

13.1 To receive a Report:

Mr Steve Jones, Surveyor, SNH would contact the Clerk within the next few days to arrange a site meeting with Members of the Parish Council.

Action: the Clerk (email Members of date)

15 Correspondence:

15.1 To consider items of Correspondence:

15.1.1 Northants CPRE: Litter Pick 25.03.11 - 03.04.11 & Litter Hero Awards: (previously circulated)

Agreed: To set a date for a Litter Pick in June 2011 at the Ordinary Parish Council Meeting in March 2011.

15.1.2 Localism Bill: (previously circulated)

No Comments.

It was **Noted** that this item was on the Agenda of the Little Brook Ward Meeting to be held on 11th January 2011.

Meeting Date: 10th January 2011

15.1.3 Welcome Packs: NCC Libraries and Information Service had appointed Mr Dean Brookes, New Communities Librarian whose role included providing help and support in updating/creating Welcome Packs.

Agreed: The Parish Council was in favour of distributing a letter of welcome by personal approach to new residents. (Action Plan: Short Term: Communications: Community Engagement Strategy, adopted 11th October 2010 refers)

15.1.4 The Queen's 2012 Diamond Jubilee: www.culture.gov.uk/what_we_do/

No Comments.

15.1.5 Farthingstone Golf Club Marketing:

Agreed: That the Golf Club promotes itself through website or newsletter advertising and that commercial rates apply to newsletter inserts.

15.2 To note:

15.2.1 SNC Review of Polling Districts and Polling Places: No impact on existing arrangements in Croughton:

Noted.

15.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:

i) SNC Lists of planning applications registered during periods 08.12.10 -01.01.11

ii) SNH: Major Works Briefing Paper, November 2010

iii) Northamptonshire Rural Housing Association: Annual Report

iv) Countryside Gardens

v) The Royal British Legion: Great Poppy Party Weekend: 10th - 12th June 2011

16 To set the date of the Annual Parish Assembly 2011:

Date: 7.30 p.m. on Monday 4th April 2011

Venue: Village Hall or Reading Room: determining factors: availability and room capacity

Invitees: Business Community

Action: Cllr Tomlin (availability of Reading Room); Cllr Gelder (availability of Cllrs Sawbridge and Townsend)

Agreed: To confirm arrangements at the next Ordinary Meeting of the Parish Council to be held 7th February 2011.

Action: the Clerk (Agenda item)

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

None.

18 To receive items for the next Meeting - Monday 7th February 2011:

None.

Signed: _____ Date: 7th February 2011
Chairman