

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 9th March 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent: Councillor Margaret Bennett
Councillor Fran Bodley-Scott
Councillor Rodney Cash
Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 **Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: The Chairman announced that, 'Under the Openness of Local Government Bodies Regulations 2014 members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted'.

SNC Public Notice 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 Bennet: Unwell
Cllr Bodley-Scott: Work Commitment
Cllr Cash: Holiday
Cllr Davies: Holiday

RESOLVED: It was proposed by Cllr Robbins and seconded by Cllr Coles to Approve the Reasons for Absence submitted by Cllrs Bennett, Bodley-Scott, Cash and Davies.

- 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 9th February 2015:
(previously distributed)

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve the Minutes of the Meeting held 9th February 2015.

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

7.1 Clerk's Report: (previously distributed)

Minute No. 7.1:

Street Cleansing, SNC: Street Cleansing was carried out on 11th February 2015 but the pavements did not appear to have been included and this was reported back to SNC. Andy Jones, Street Cleansing Supervisor, SNC visited Croughton on 17th February and inspected all the footpaths. His view was that apart from the footpath leading down to Blenheim, all footpaths in the village were up to the required standard.

The footpath to Blenheim was attended to on 18th February 2015.

Timetable for street Cleansing: Bi-monthly: April, June, August, October and December 2015.

Fly tipping: Report to SNC. Allow up to 5 working days for picking up.

Minute 10.3: Croughton Conservation Area: The preliminary draft is in circulation.

Minute 10.4: SNC Local Plan timetable: Update (previously distributed) from Mr Michael Warren, Planning Policy, SNC on the revised timetable to the South Northamptonshire Settlements and Development Management Policies Local Plan, following the recent adoption of the Joint Core Strategy.

Phase 2: Options: Summer 2015: Consultation on the preferred options to deal with issues raised during Phase 1 following the consultation in January 2014.

Phase 3: Draft Plan: Winter 2015/2016: To include draft options.

Phase 4: Submitted Plan: Summer 2016: Formal consultation period.

Phase 5: Submission of Plan: Winter 2016: Secretary of State, Examination in Public

Phase 6: Adoption of Local Plan: Spring 2017. (following Inspector's Report)
Noted.

Minute No. 13: Annual Parish Assembly:

Col. Mellars, Base Commander, RAF Croughton will give a briefing on the European Infrastructure Consolidation Review.

Mr Michael Tunks will either attend in person or arrange for a colleague to give a presentation on Police Specials and Parish Constable Scheme.

Mr David Allen (HS2) not able to attend.

Minute No. 14.2 KierWSP: Parish Satisfaction Survey: Returned 25th February 2015.

2. Other:

i) Nameplate, Portway Crescent : A request for a replacement has been submitted to SNC.

ii) Resolution of Email difficulties: The Clerk is now able to send emails to addresses ending @southnorthants.gov.uk

The problem was found to be with the SNC DNS hosting provider.

Thanks to Cllr Tomlin for his assistance and to Cllr Davies for setting up an alternative gmail address as a fallback.

iii) Lamp No 18 Mill Lane: Fault re-reported to E.ON who have since advised that the lamp needs to be replaced. The Clerk has requested a quotation.

iv) Local Council Award Scheme: Northamptonshire Accreditation Panel seeks Members. Briefing to be held 22nd April 2015.

v) Bus Service 499: Contract ends 29th August 2015. Northamptonshire Highways is seeking comments on the operation of the current service or suggestions for timetable changes. Deadline: 17th April 2015.

Agreed: To discuss at the next Ordinary Meeting of the Parish Council to be held 13th April 2015.

3. Land off B4031 and Portway: Development proposal submitted under the Call for Sites 2014.

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts: To Note:

Community Account: £993.24 (02.03.15)

Business Direct Access Account: £21,060.83 (02.03.15)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102589	A H Contracts	Inv. dog waste bin emptying	£24.00	£4.00
102590	Texprep	Inv. 21207 newsletter	£66.30	
102591	Anglian Water	Cemetery 12Nov14-05Feb15	£13.66	
102592	CPF&VH	Inv. 1156	£500.00	
102593	A Le Druillenec	Salary Month 12	£320.22	
102594	HMRC	Tax Month 12	£80.00	
102595	A Le Druillenec	Reimbursement: Mileage: Elections Briefing £8.10 Office supplies inv. 0002564680 £30.12 Subject Dividers £2.00 1&1 Web hosting inv. 203005209517 £25.16	£65.38	£9.21

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

8.3 To note Receipts:

Date	Payee	Description	Amount
16.02.15	P Wheeler	ERB124; Plot843B Headstone	£130.00

Noted.

9 Financial Year End 2014/2015:

9.1 To Approve the Asset Register to 31st March 2015: (previously distributed)

Total Value of Assets: £921,277.00 (£918,677.00 YE 31st March 2014)

The difference of £2,600 is represented by the AED equipment (£1,100.00) and Defibrillator Cabinet (£1,500).

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve the Asset Register for YE 31st March 2015.

9.2 To Note Finance Report to 9th March 2015: (previously distributed)

Noted.

9.3 To review level of Fidelity Guarantee:

Sum insured: £150,000. (Basic level)

Agreed: That the level of Fidelity Guarantee was adequate based on the total estimated funds carried forward on 1st April 2015 (£21,000) and the first half instalment of the Precept (£8,593.50).

9.4 To review the level of Reserves: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to vire £300 from the Category 'Defibrillator' to the Category 'Additional Street Light Fund'.

Agreed: To create a new Category 'Website Development' and to vire £300 from General Reserves for this purpose.

10 Planning:**10.1 Applications: None.**

10.1.1 Prospective Application: To Note:

SNC Settlements & Development Management Policies Local Plan, Submission of Sites for Consideration in the Local Plan: Ref: 10068 & 10068a Nievens Seychell Phillips Land off B4031 and Portway, Croughton.

Noted.

The applicants have asked to present their proposal to the Parish Council and have been invited to do so at 7 p.m. on 13th April 2015.

10.2 Notices of Decision:

10.2.1 No. S/2014/2466/FUL PERMITTED

Proposal: Proposed flat roof extension (including re-building existing dormer) to front elevation and proposed rooflights to front and rear elevations

Location: 6 Portway Drive, Croughton

10.2.2 No. S/2014/1415/FUL PERMITTED

Proposal: Proposed front porch, alterations to existing outbuilding roof for ancillary accommodation and proposed detached double garage

Location: The Barn House, 7 High Street, Croughton

10.2.3 No. S/2015/0067/FUL PERMITTED

Proposal: Proposed single storey rear extension

Location: The Homestead, 10 Park End, Croughton

10.3 Croughton Conservation Area: To comment on the Review of the Conservation Boundary:

The pre-meeting discussion with the Assistant Conservation Officer, SNC had been useful. The Parish Council would be interested to learn of any comments made during the consultation period.

Agreed: To accept the proposed boundary changes and to make no further comments on the document.

Action: the Clerk

11 Training:

11.1 To consider training needs: **None.**

11.1.1 CPRE Roadshow: Theme: 'Making Planning Responses Count': 4th June 2015:
Noted.

11.2 To Receive Reports:

11.2.1 Digital by Default: 18th February 2015: Cllr Davies had attended the course. Interesting, prompting future consideration of a template based Parish Council website in line with the transparency and openness regime. Cost element.

12 Action Plan 2014/2015:

12.1 Councillor/Warden reports: **None.**

12.2 Councillor Actions: **None.**

12.3 Community Engagement:

12.3.1 Affordable Housing: Update on outstanding issues: Cllr Tomlin reported:

i) Tree Planting was not yet completed. Hedge outside No 25; perimeter hedging and trees.

ii) Fence to be taken down.

iii) Footway Light: Due shortly.

iv) Drain: Cllr Tomlin was keeping in contact with Thames Water who had accepted responsibility. It has been flushed out and photos taken. The problem had not been sorted.

12.3.2 Parish Council Elections & Emergency Plan: Report on Open Session held 23rd February 2015: Cllr Gelder reported:

12 members of the public had attended.

The Information boards are now on display in the entrance of the Village Hall.
Cllr Tomlin thanked Cllr Gelder for the work she had prepared for the evening and for the articles in the Newsletter and website.

12.3.3 Broadband: Progress Report: Cllr Tomlin reported on the Timetable: Gigaclear to start from April 2015; complete in June 2015; connect up during July 2015.

12.3.4 Post Office: To confirm the current situation:
Cllr Bodley-Scott had been informed by the Manager of the Croughton Co-Op store that there were currently no plans to incorporate a Post Office counter.

12.4 Policies, Plans and Procedures:

12.4.1 Action Plan 2015/2016: To finalise:

Agreed: To consolidate the current Plan.

Action: the Clerk (draft re-worked Plan for 2015/2016)

12.4.2 Special Meetings: To review Policy: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Forbes to make no changes to the Policy for Special Meetings.

12.4.3 Advertising in Newsletter and on Website: To review: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to make no changes to the Advertising Policy.

13 **Annual Parish Meeting: 20th April 2015:**

13.1 To Note Chairman's Report: Cllr Tomlin reported that this was work in progress and a draft would be circulated to Members in due course.

Action: Chairman.

14 **Correspondence:**

14.1 KierWSP: Community Enhancement Gangs: To submit requests:

Agreed:

i) Clearance of vegetation from the perpendicular boards at the Village nameplate at the west entrance to the village.

ii) Trimming of bushes on the daffodil bank at Blenheim

Action: the Clerk

14.1.1 Pothole by the Cemetery and the first 2 gulleys on the Brackley Road:

Agreed: To log reports on Street Doctor.

Action: Cllr Tomlin

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 13th April 2015**

None.

Signed: _____ Date: 13th April 2015
Chairman

The Meeting ended at 8.15 p.m.