

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 14th April 2014 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Brian Tomlin - Chairman
Councillor Margaret Bennett
Councillor Fran Bodley-Scott
Councillor Rodney Cash
Councillor Jean Coles
Councillor Trevor Davies
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent: No Absentees

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

Cllr Robbins: Items 8.1.1: Application Nos. S/2014/0331/LBC
Reason: Family name mentioned

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

None.

5 To Approve the Minutes of the Parish Council Meeting held 10th March 2014:
(previously distributed)

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Gelder to Approve the Minutes of the Parish Council Meeting held 10th March 2014.

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

6.1 Clerk's Report: (previously distributed)

Minute No 6.1: Extension of 30 mph speed limit Brackley Road: Village name plate and 'Ped in Road' warning sign: Cllr Tomlin has brought this to the attention of Helen Howard, Community Liaison Officer, Northamptonshire Highways.

Minute No. 13.1: Community Enhancement Gangs: MGWSP has received a large number of requests, will be confirming the budget and hope to have prepared the works programme by the end of April.

Minute No. 13.2: Carers' Week: There are no spaces on the itinerary for the Minibus to visit Croughton.

2. Other:

i) External Audit: Date: 17th June 2014. The Internal Audit will take place on 28th May 2014.

ii) Parking Restrictions at Park End: (site plan and sign attached)

The decision made by the Assistant Director of Highways is to proceed with the proposals with an amendment that the proposed 30 minute bays do not operate on a Saturday.

An order has now been placed for all the works associated with the South Northants Waiting Restriction Review, to be completed in the next 6 weeks.

iii) Cross border communications: Cllr Sawbridge has voiced concerns over the lack of communication between adjoining highway authorities particularly in relation to housing developments. Villages that lie along access routes are affected by planned developments, such as those south of Banbury, which result in increasing traffic congestion.

iv) Allotment Tenancies: Plot No 6: This plot remains vacant. Plot No. 7 will become vacant in September 2014. Plot Nos. 24A and 24B have become a single plot, Plot No. 24.

v) Clerk's Holiday: Thursday 17th April - Wednesday 23rd April 2014.

Noted.

7 Finance Matters:

7.1 Receipts & Payments and balance of bank accounts:

Community Account: £423.45 (07.04.14) Direct Access Account: £18,022.39(02.04.14)

7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
DD	BT plc	telephony	£214.80	£35.80
102495	A H Contracts	Inv. 7275 dog waste bin emptying	£24.00	£4.00
102496	Texprep	Inv. 20613 newsletter	£66.30	
102497	M Dempsey	Inv. 1033 Grasscutting	£360.00	
102498	SNC	Cemetery non-domestic rates	£136.59	
102599	E.ON	Electricity	£408.65	£68.02
102500	E.ON	Inv. 046012	£246.73	£41.12
102501	Northants CALC	Inv. 4258	£29.00	
102502	R Robbins	Inv. 28310 Cemetery trees	£99.69	
102503	A Le Druillenec	Salary Month 1	£313.39	
102504	HMRC	Tax Month 1	£78.20	
102505	A Le Druillenec	Reimbursement Mileage Litchborough 18Mar14 £10.80 2 No.Toner Cartridges £101.98	£112.78	£16.99

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

7.3 To note Receipts:

Date	Payee	Description	Amount
March 2014	Tenants	Allotment Rent	£32.00

Noted.

- 7.4 To Note the Budget Monitoring Report for March 2014: (previously distributed)
Bank Interest totalling £90.08 had been received.

Noted.

- 7.5 To Note the Report of the Internal Control Councillor for Q4: (Checklist available at the Meeting)
Checks carried out on 9th April 2014. There were no issues arising.

Noted.

8 Planning:

8.1 Applications:

8.1.1 No. S/2014/0331/LBC

Proposal: Retrospective Listed Building Consent for Existing Canopy

Location: Croughton House West, Church Lane, Croughton

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to OBJECT on the ground that the finished colour of the wood is not in keeping with the very pale stone.

8.1.2 No. S/2014/0288/FUL

Proposal: Replace flat roofed dormer with larger roofed dormer to front to create additional living accommodation. 4 no. roof lights to rear.

Location: 6 Portway Drive, Croughton

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Gelder to offer NO OBJECTIONS.

8.2 Notices of Decision:

8.2.1 No. S/2014/0208/FUL

WITHDRAWN

Proposal: Conversion of garage to living accommodation with 1st floor extension over. Two storey extension to side with single storey link to new double garage

Location: 2 Portway, Croughton

8.2.2 No. S/2014/0112/FUL

APPROVED

Proposal: Proposed two storey rear extension

Amendment Details: Proposed two storey (part single) rear extension and new window to front (West) elevation

Location: 5 Mill Lane, Croughton

Noted.

- 8.3 New Homes Bonus: To Note correspondence from SNC Grants Officer in respect of Allocations: (previously distributed)
New Homes Bonus funds of £3,679.00, representing Years 1-4, were allocated to Croughton. Access to these funds was available via a grant application in line with SNC's Community Grants Policy.
Agreed: To consider project recommendations at the Annual Parish Council Meeting to be held 12th May 2014.

9 Training:

- 9.1 To consider Training needs: **None.**

- 9.2 Report on Training Session: Legal Ease not Legalese held 18th March 2014: (Notes previously distributed)

Noted.

10 Action Plan 2013/2014:

- 10.1 Councillor Reports: **None.**

10.2 Councillor Actions:

10.2.1 Provision of Defibrillator:

10.2.1.1 To Note the opinion of Northamptonshire Highways in respect of proposed location: Mrs Helen Howard, Community Liaison Officer, Northamptonshire Highways had advised via email of 28th March 2014 that the Network Manager and Regulations Team, NCC had no objections for the installation of the Defibrillator on the wall of No. 33 High Street, Croughton and that no licence would be required.

Noted.

Subsequent to this advice reservations had been expressed concerning perceived potential problems in affixing a Parish Council asset to a private wall and electrical connection.

10.2.1.2 To Resolve to apply for planning permission:

Agreed:

- i) To reconsider the siting of the Defibrillator on an external wall of the centrally located and publicly owned Reading Room.
- ii) To check with the Case Officer whether Planning Permission would be required.
- iii) To review the exact positioning of the defibrillator on site.

Action: Cllr Gelder (contact Case Officer); Cllrs Tomlin, Gelder and Robbins (site review)

10.2.1.3 Insurance:

Came & Company had provided the following advice:

- i) Public Liability insurance would apply provided the Parish Council accepts responsibility for maintenance/upkeep of the defibrillator.
- ii) It was recommended that the equipment is added to the Council's Risk Assessment programme with regular visual checks carried out in respect of maintenance of good working order, the siting of clear instructions for use, reporting of damage and prompt repair or removal of the equipment until fixed.
It was **noted** that a team of 3 volunteers would carry out regular visual checks and report back to the Arrhythmia Alliance.
- iii) Cover against loss of damage to the equipment may be subject to an additional premium. An excess applies to each claim.

10.3 Community Engagement:

10.3.1 Affordable Housing: Progress Report:

Cllr Tomlin reported that the build had been temporarily halted. A new contractor had been appointed and would be back on site in a month's time.

Allocations: Midlands Rural Housing Association was screening applicants for local connections and would be inviting them for interview.

i) Provision of Footpath along Brackley Road: Update: No further news. The Council was keen to lobby Andrea Leadsom MP.

Urgent Action: the Clerk

10.4 Policies, Plans and Procedures:

10.4.1 Community Engagement Strategy: To Approve: (draft previously distributed)

The Council considered the additional initiatives included in pages 5 -6 of the draft.

Agreed:

- i) To change the title to: Possible initiatives to achieve Objectives within the context of the Strategy.

	Initiative	Considered Outcomes
1	Arrange two Open Forum Meetings to share and explain CPC's Emergency Response Plan	Agreed
2	Start and email cascade process. Continue to add contact details to the database.	Ongoing
3	Establish a mechanism for all new residents to receive a Welcome letter and introduction to CPC	To be confirmed
4	Agree a process for how we respond to issues raised on social media	To be confirmed
5	Continue to follow up on actions proposed by residents in the Village Plan consultation process	Agreed

	Initiative	Considered Outcomes
6	Invite young residents (aged 14 - 18 years) to 'job shadow' Councillors to learn about the role of the council and how issues are dealt with	Amend. Consider opportunities to engage with young people and parents. Issues: H&S, security, Councillor obligations Agreed: Combine 6 and 8
7	Establish a process to enable the School to have a voice in Croughton News through pupil articles	Agreed
8	Contact Magdalen School to identify whether participating in a Croughton Youth Council would qualify for inclusion in students' Personal Statements and in preparation for setting up a Council (14-18 yrs)	Agreed: Combine 6 and 8 Lead Councillor required
9	Pilot a discussion forum on the website. Establish processes for monitoring and moderating	Agreed
10	Provide tools and training to enable community groups to access public information on the website	Agreed
11	Invite original members of the Diamond Jubilee Committee to reconvene on a one off basis to suggest how to encourage future community-beneficial Participatory activities	Agreed. Intention: To sustain community well being Issues: How to kick start Projects; Feedback

Action: Cllr Gelder (re-phrase as per considered outcomes)

10.4.2 NALC model Financial Regulations: To customise:

(Model Financial Regulations and Paper on Safeguarding Public Money previously distributed)

Agreed: To defer to Annual Parish Council Meeting 2014.

Action: the Clerk and Cllr Forbes (recommend customised Financial Regulations)

10.4.3 Code of Conduct: To review: (CPC Code of Conduct adopted 9th July 2012 previously distributed)

Agreed:

i) To make no amendments.

ii) To record the review date on the document.

Action: the Clerk

10.4.4 Equal Opportunities Policy: To Adopt: (previously distributed)

Agreed: To review the Policy bi-annually.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Gelder to Adopt the Policy as Agreed.

10.4.5 Action Plan 2014/2015: To Approve:

The final version was in the process of being updated.

Agreed: To take out the section on Community Engagement but make reference to the Community Engagement Strategy.

Action: Cllr Gelder

11 Annual Parish Assembly: 7th April 2014:

11.1 To consider any matters arising:

Agreed: To place information supplied by the Officers of the Energy and Carbon Management Team, NCC on the website.

Action: the Clerk (request soft pdf copies)

12 Little Brook Ward Meeting: 21st July 2014:

12.1 To decide on Guest Speaker:

Mrs Sue Smith, shared Chief Executive, CDC/SNC was unable to accept the invitation due to work commitments.

Agreed: To invite a Speaker on Superfast Broadband

Action: Cllr Tomlin (contact the Chairman Aynho Parish Council)

- 13 Correspondence: None.
- 14 Any Other Business: For Information and at the discretion of the Chairman: None.
- 15 To receive items for the Annual Parish Council Meeting - Monday 12th May 2014:
None.

The Meeting ended at 8.45 p.m.

Signed: _____ Date: 12th May 2014
Chairman