

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 10th August 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Chris Fox
Councillor Pamela Gelder
Councillor Mike Tadman

Absent: Councillors Trevor Davies, Penny Forbes

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 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.

The Chairman welcomed Cllr Mike Tadman to his first Meeting of Croughton Parish Council. Prior to the Meeting Cllr Tadman had signed his Declaration of Acceptance of Office.

- 2 **To Receive Apologies and Approve the Reasons for Absence:**

Cllr Davies: Prior Commitment running Conference
Cllr Forbes: Unwell

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Fox to Approve the Reasons for Absence submitted by Cllrs Davies and Forbes.

- 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 13th July 2015:**
(previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Fox to Approve the Minutes of the Meeting held 13th July 2015.

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

7.1 Clerk's Report: (previously distributed)

Minute No. 7.1: Community Enhancement Gang: Cllr Tomlin met the Gang on 22nd July 2015 as pre-arranged. The Gang took half a day to complete the tasks.

Minute No. 7.1: Lamp No 57: The lamp has been added to the Parish Council's lighting inventory. The Electrical Test Certificate was received on 6th August 2015 and the lamp has been numbered. The lamp has been connected up, and is working to a part night schedule of dusk - midnight, 5 a.m. - dawn. Lamps 26 and 28 along the Brackley Road are also on this lighting schedule.

Minute No. 12: Casual Vacancy: Mr Rodger James of Stonehurst, 2A High Street has applied to serve on the Parish Council.

Minute No. 14.3.1: A letter of thanks was sent to the Rowler Estate Office on 29th July 2015.

Minute No. 14.3.2: Transparency Fund: Details awaited.

Minute No. 14.3.3: Croughton PCC was awarded £7,500 New Homes Bonus Funds for church roof repairs. The sum of £1,615 remains available.

The Grants Officer informed the Parish Council that, 'The Grants Panel at their meeting of 6th July considered the application from Croughton PCC for church roof repairs. The comments received from the Parish Council to defer the application were noted along with other comments from various council officers and ward members. The panel decided to award a grant of £7,500 as it felt that it met the application met the criteria, it was a worthy community project which had received support from Officer and Ward Member and that plenty of notice had been given for other organisations to submit bids.'

2. Other:

i) SNC has posted Councillors' Register of Interest forms on the Parish Council page of its website.

ii) An emergency road closure was put in place on 27th July 2015 between 9.30 a.m. and 2.30 p.m. on Brackley Road. Category 1 potholing works were done. 1.5 tonnes of tarmac were used.

iii) Clerk's Holiday: 14th - 22nd August 2015.

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,606.47 (03.08.15) Business Direct: £24,609.37 (03.08.15)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill No. Q024	£255.28	£42.55	1
102630	A H Contracts	Inv. 8114 dog waste bin emptying	£24.00	£4.00	
102631	Texprep	Inv. 21514 newsletter	£66.30		
102632	M Dempsey	Inv. 1117 Grasscutting	£705.00		
102633	A Le Druillenec	Salary Month 5	£320.02		
102634	HMRC	Tax Month 5	£80.20		
102635	A Le Druillenec	Anti Virus, Postage	£34.84	£5.00	

Note1: BT plc: The total bill for the March and June 2015 quarters is £518. BT plc has advised that the September 2015 invoice will resolve any outstanding issues on the account.

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

8.3 To Note Receipts:

Date	Payer	Description	Amount
01.07.15	Mid Counties Co-op	Burial Fees GAR18	£55.00
06.07.15	Western Power Distribution	Wayleave	£4.60
27.07.15	J & M Humphris	Memorial Plot 582,ERB 123	£35.00

Noted.

9 Internal Controls:

- 9.1 To Note the Report for Q1: (previously distributed)
There were no issues and the Report was **Noted**.
- 9.2 To review the Financial Processes: (previously distributed)
Cllr Fox and the Clerk had reviewed the document.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to make No Changes to the Financial Processes.

- 10 Electricity Procurement:** To consider a Report from Northants CALC: (previously distributed)
The Parish Council considered the options in the report received 24th July 2015. This was the culmination of several email updates from Northants CALC since March 2015.
Croughton Parish Council has a deemed contract with E.ON which is less expensive than a Fixed Term Contract.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Fox to continue with the current arrangements with the existing supplier.

Agreed: To look at options on a regular basis.

11 Planning:

- 11.1 **Applications: None.**

11.2 **Decisions:**

- 11.2.1 Application No. S/2015/1367/OUT **WITHDRAWN**
Proposal: Residential development of 9 dwellings with access (Outline)
Location: Land at Townend Farm, Townend Close, Croughton

Noted.

11.3 **FOR INFORMATION:**

- 11.3.1 Oxfordshire County Council, Minerals and Waste Local Plan: Core Strategy
Consultation: 19th August - 30th September 2015:

Noted.

- 11.3.2 West Northamptonshire Joint Planning Unit: SNC Community Infrastructure Levy (CIL): Publication of Examiner's Recommendations 2nd July 2015:

The charging rate for residential development in the rural zone at or above the affordable housing threshold is to be reduced to £100.

Noted.

- 11.3.3 Cherwell District Council: Adoption of Local Plan 2011-2031 Part 1:

Noted.

- 12 Casual Vacancies: To consider nominations to fill 2 Casual Vacancies by co-option:**
One written expression of interest had been received and this was circulated at the Meeting.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to invite Mr Rodger James of Stonehurst, 2A High Street, Croughton to serve in the office of Parish Councillor.

13 Training:

- 13.1 To consider training needs:
i) Induction course for new Councillors: It was **Noted** that Evenley Parish Council was hoping to set up a bespoke training session led by Northants CALC and had invited new Members from Croughton to attend. No details had been circulated.

14 Action Plan 2015/2016:**14.1 Councillor, Representative and Warden Updates:**

Croughton Playing Field & Village Hall: Cllr Coles reported that the Hall Committee had asked the Contractor to trim around the play equipment in the Allotments Pocket Park.

14.2 Councillor Actions:

14.2.1 Health and Safety Risk Assessments: To receive feedback on public sites and lighting stock and consider any recommendations: (feedback previously distributed)

i) Public Sites:

Location	Hazard	Agreed Actions
1. Allotments		
1.1 Pigsties near plots 19 & 20	Tree growth inside	Cllr Coles: Ask tenants to remove
1.2 Pigsty Plot 14	Loose brickwork	Cllr Coles: monitor
1.3 Plot 15	Uncovered water dip tank	Cllr Coles: Ask tenant to cover
2. Pavements		
2.1 SE corner parking entrance to Co-Op	Trip hazard	Cllr Tomlin: Street Doctor report
2.2 Entrance to Park End Works	Broken finishing band	Cllr Tomlin: Street Doctor report
2.3 Entrance to Yew Tree Rise	Loose kerb	Cllr Tomlin: Ask Gigaclear to reinstate
2.4 Cutting to Portway Crescent	Broken wire fencing- injury	Clerk: Report to SNH for repair
2.5 High Street - Park End	Overgrowth	Cllr Tomlin: Street Doctor report

There were no issues reported at the Cemetery or at Portway Pocket Park.

All Seats were recommended for cleaning, sanding and treating. (Last carried out in 2014)

Agreed: To include on the list of requests for the Community Enhancement Gang in 2016.

ii) Lighting Stock:

Location/Lamp No.	Comments	Agreed Actions
Area 1 No 55 Park End	Ivy climbing towards box	Clerk: Ask E.ON to prune
Area 2 No 7 High Street No 10 High Street No 11 High Street No 27 Brackley Road	Tree growth covering light Number missing Tree branches resting on wire Number faint	Clerk: Follow up Report to E.ON Clerk: Order number Clerk: Report to E.ON Clerk: Order number
Area 3 No 15 Blenheim No 17 Mill Lane No 18 Mill Lane No 19 Mill Lane	Glass interior needs cleaning Glass interior needs cleaning Interference from trees Glass needs cleaning	Clerk: Ask E.ON to clean Clerk: Ask E.ON to clean Cllr Coles: Ask property owner to prune trees Clerk: Ask E.ON to clean
Area 4 No 23 Wheelers Rise	Digit no. 2 missing	Clerk: Order number
Area 5 No 42 Portway Drive	Slight restriction to light by hedge	Monitor

14.3 Community Engagement:

14.3.1 Website: To consider future developmental needs, including a proposal from 2Commune: (previously distributed) (Minute No. 14.3 CPC 13th July 2015 refers)

Agreed: To invite 2Commune to present to the Parish Council at 7.30 p.m. on 24th August 2015.

Cllr Gelder advised that she would be unable to attend.

14.3.2 To consider a project to satisfy the New Homes Bonus funding criteria:

(Minute No. 7 CPC 10th August 2015 refers)

Agreed: To consider submitting a bid for website development.

It was **Noted** that the deadline for applications was 27th November 2015 for consideration by the Grants Panel on 11th January 2016.

14.4 Policies, Plans and Procedures:**14.4.1 Cemetery:**

14.4.1.1 To Note information on standard memorial sizes: (Information previously distributed)

The information included sizes of Headstones plus base; Headstones fixed vertically into the ground; Memorial Booksets plus base; Memorial Tablets; Sloping Desk Tablets.

Noted.

The Parish Council's current Policy permitted:

i) Upright Headstones on graves, measuring 2ft. 6in. high x 2ft. wide x 3in. deep with base 2ft. 6in. x 2ft. x 2in.

ii) Flat or angled Tablets measuring 18in. x 18in.

14.4.1.2 To Review the Policy and Fees: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Fox to change the Policy to permit:

i) Memorial Booksets on graves with the Book measuring a maximum size of 18in. x 24 in. x 4in. on a base of 4in. x 27in. x 15in.

ii) Sloping Desk Tablets measuring either 18in. x 18in. sloping from 4in. to 2in. or 18in. x 15in. sloping wedge.

Action: the Clerk (insert changes in Policy and prepare for signing)

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

14.4.2 Allotment Gardens:

14.4.2.1 To review the Policy, Rules and Agreement, and Fees: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to amend Rule 7 of the Tenancy Rules to permit water butts that are covered.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to continue with the current rent structure.

14.4.3 LCAS: To consider which level of accreditation to work towards:

(Information on which criteria for both the Foundation and Quality Awards were currently being met by Croughton Parish Council presented to the Meeting)

It was **Noted** that the Clerk was expected to achieve 12 Continuous Professional Development points each year for the Quality Award. There was no expectation placed on Councillors.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Fox to defer a decision on future accreditation.

15 Correspondence:

15.1 Police and Crime Commissioner: Specials Recruitment Pack:
(Recruitment Fact Sheet previously distributed)

Agreed: To display the posters and leaflets 'Croughton Needs You!' Become a Special Constable'

Action: the Clerk

15.2 Northants CALC: AGM 17th October 2015: Invitation to attend: (previously distributed)

15.2.1 To Appoint one voting delegate: **None.**

15.2.2 To Nominate non-voting delegates: **None.**

15.2.3 To consider a Resolution for Debate: **None.**

16 Little Brook Ward Meeting: To consider Speakers for the meeting in January 2016:

Agreed: To invite Mr Robert Fallon, Development Services Manager, SNC to speak on Planning Policy.

Action: the Clerk

- 17 Any Other Business: For Information and at the discretion of the Chairman:**
- 17.1 Gigaclear: Cllr Tomlin reported that a new Project Manager had been appointed. An application for road openings had been made and it was anticipated that the resumption of work would begin on 24th August 2015 and last for 4 weeks. Some areas, including by the Co-Op and Brackley Road, would need to be redone. Changeover and connect to Vodafone: 25th September 2015.
- 17.2 Emergency Response Plan: Cllr Gelder provided Cllr Tadman with a Councillors' check List.
- 17.3 Looking up Past Issues (Spring at the Allotments): Cllr Fox. Cllr Tomlin explained the action taken.

18 To receive items for the next Parish Council Meeting: - Monday 14th September 2015:

None.

The Meeting ended at 8.50 p.m.

Signed: _____ Date: 14th September 2015
Chairman

DRAFT