

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 7th February 2011 at 7.30 p.m. in Croughton Village Hall

Present

Councillor Pamela Gelder - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Ann Perkins
Councillor Lesley Ramsay
Councillor Rob Robbins
Councillor Brian Tomlin

Absent

Councillor Caroline Murdoch
Councillor Susan Relf

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Murdoch: Business Training

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

2 To invite Declarations of Interest:

None.

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

None.

4 To approve the Minutes of the Meeting held 10th January 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to approve the Minutes of the Meeting held 10th January 2011.

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: Any future grant funding is likely to conditional upon providing 'affordable rent', which is rent from new affordable homes equating to 80% of local market values. The implications of this new affordable rent concept is unknown in respect of the Brackley Road development in terms of housing mix and allocations.

Minute 6.4.2: Allotment Water Rates: Meter readings taken on 11th and 19th January 2011 were not indicative of a leak.

Minute 8.4.3: Annual Cleaning of Lamps: Completed on 22nd January 2011.

Minute 12.2.2.1i): Yew Tree Rise: This is publicly maintained highway.

Other:

i) Revision and Consolidation of the Accounts and Audit Regulations 2003 (SI 2003 No. 533 as amended): NALC is being consulted on the document. www.communities.gov.uk

ii) Smartwater Signage: Expected Delivery Date at Brackley Police Station w/c 7th February 2011.

iii) Clerk's Holiday dates: 9th - 15th February 2011.

- 5.2 Minute 10.1: Improved website access: This had been achieved. A Google search now places the website at the head of the ranking list, thereby simplifying and speeding up access to it. Thanks were extended to Cllr Davies for effecting this improvement. The Webmaster is keen to arrange a meeting for the Website User Group for training, support and brainstorming purposes.

6 Finance Matters

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £2,800.32 (01.02.11) Standard Life: £15,367.02 (01.02.11)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
102180	A H Contracts	Inv 5224 dog waste bin emptying	£24.00	£4.00	
102181	Texprep	Inv 18567 newsletter	£66.80		
102182	CPF&VH	Inv 0862 Use of Village Hall 01.10.10 - 31.03	£500.00		
102183	Northants CALC	Training: Audit & Finance 20.01.11	£29.00		
102184	E.ON	Inv 015297 maintenance	£241.59	£35.98	
102185	E.ON	Electricity bill to 2 nd January 2011	£401.70	£59.83	
102186	B Tomlin	Reimbursement: Cemetery	£5.40	£0.80	
102187	A Le Druillenec	Salary Month 11; 7.5 hrs QPS	£373.23		
102188	HMRC	Tax Month 11	£98.40		
102189	A Le Druillenec	Reimbursement: stamps, ROW map, Mileage: Archiving 18.12.10 & QPS 10.01.11	£102.95	£5.50	
102194	E.ON	Re-numbering: Lamp Nos. 5, 35 & 36	£27.00	£4.50	

It was **Noted** that no invoice had yet been received in respect of the re-numbering of the lamps.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Perkins to approve the Payments.

6.2 To note Receipts:

Date	Payer	Description	Amount
05.01.11	NCC	Empowerment Fund: VAS signs	£2,250.00
17.01.11	NCC	Parish Mowing 2010 s136 Agreement	£553.10

Noted.

7 Footway Lighting:

7.1 To consider remedial works as recommended by E.ON in letter dated 27th January 2011: (previously circulated)

7.1.1 Lamp No. 39 Portway Crescent: £846.80 + vat

7.1.2 Lamp No. 41 Portway Crescent: £1,093.00 + vat

7.1.3 Lamp No. 6 High Street: £154.00 + vat

Agreed: To take no action until further enquiries had been made as to the potential dangers presented by any of these lamps.

Action: Cllr Davies (inspect the fibreglass lamps at Portway Crescent); the Clerk (follow up with E.ON)

7.2 Undergrounding of Cables: Enquiry from Member of the Public:

Agreed: That this was not a priority.

Action: the Clerk (to advise the Member of the Public accordingly)

8 Insurance:

8.1 To consider insurance cover for Footway Lighting:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Perkins **not** to insure the 56 units of Footway Lighting at this stage but to consider the cost implications fully as part of the Parish Council's annual review of the schedule of insurance and insurance policy.
(Note: Insurance Policy is effective between 31st May and 1st June)

8.2 To review the level of Fidelity Guarantee:

It was **Noted** that:

- i) the recommended level of Fidelity Guarantee is calculated as the balance carried forward to the next financial year plus the first half year instalment of the Precept for that year
- ii) the Parish Council shall review the level of Fidelity Guarantee on an annual basis.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to make no change to the current level of Fidelity Guarantee (£25,000).

9 Financial Controls:

9.1 Internal Control Processes: To receive the Internal Control Councillor's Report for Q3:
(previously circulated)

There were no issues arising. **Noted.**

Thanks were extended to Cllr Perkins for carrying out the review.

9.2 Internal Audit Service: To receive the Report of the Internal Auditor's visit of 31st January 2011: (previously circulated)

There were no issues arising. **Noted.**

10 Training:

10.1 To consider Training needs:

None.

10.2 To review the Training Statement of Intent: (previously circulated)

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Tomlin to adopt the Training Statement of Intent.

11 Planning:

11.1 Applications:

None.

11.2 Licensing Consultations:

11.2.1 Proposal: To sell alcohol and to provide live and recorded music until 11.59 p.m.
Location: The Reading Room, High Street Croughton

Cllr Tomlin expressed an interest: Reason: Trustee

It was **Noted** that the proposal had not yet been verified by the Licensing Officer at SNC and this was For Information only.

11.2.2 To Ratify the Parish Council's comments of No Objections agreed at Meeting held 10th January 2011 in respect of renewal of Street Trader Licence for JB's Catering on A43 layby northbound between Croughton and Evenley:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Perkins to ratify the Parish Council's comments of No Objections. (Minute No. 5.1iii) Meeting 10th January 2011 refers)

11.3 Notice of Decision:**None.****11.4 To Note Changes to the way SNC notifies Parish Council's about planning decisions effective as from 24th January 2011:**

Planning Officer Reports on applications determined under delegated authority will be available via the SNC online Register at www.southnorthants.gov.uk

Noted.**11.5 West Northamptonshire Joint Planning Unit: Pre-Submission Joint Core Strategy Consultation: To consider a response. www.westnorthamptonshirejpu.org**

Members expressed concern in respect of accessing the 259 page document and associated costs.

Agreed: To request a hard copy.**Action:** Cllr Gelder (to discuss with Cllr John Townsend and/or Mr Adrian Colwell, Director of Strategic Policy, SNC); the Clerk (request hard copy of document; circulate document)**11.6 The Localism Bill:****11.6.1 To Note proposals in respect of the planning system:** (plain English guide previously circulated)**No comments.****11.6.2 CPRE Planning Roadshow: 14th April 2011: 7.00 - 9.00 p.m. at Great Houghton:****Noted.****12 Statutory Matters****12.1 Review of Standing Orders:** (Action Plan Objective)

To approve revisions to Standing Orders: (Recommendations previously circulated)

There were no objections to the following minor changes:

Part I

P. 2 Item 4, line 3: change "Standing Order 11 on page 2" to "Guideline No. 39 on page 9"

P.9 Item 39, line 1: Change "11.2" to "2j"

P.10 Item 42, last line: delete "See Standing Order 72"

Part II

P.14 SO2d Line 4 - Delete "Additional ordinary meetings will be held as decided by Council on the 2nd Monday in the month at times the Council directs"

Insert "The dates of additional ordinary meetings for the next Calendar year shall be held as decided by Council at the meeting in December of the preceding year.

These shall be held on the second Monday in the month at times as the Council directs. However, the Council may consider in December a request to change the date of a specific meeting from the second Monday in the month and resolve to alter the meetings dates for the next calendar year accordingly."

P.14 SO 2f Delete "and Vice-Chairman"

P.15 Item SO 2K: - Delete "and Vice Chairman of the Council"

Insert new i. "Delivery of the Chairman's Declaration of Acceptance of Office"

Retain but re-number as ii. "In an election year, delivery by councillors of their Declarations of Office"

Insert new iii "To elect a Vice-Chairman"

Delete old item xvii "Setting the dates, times, etc"

Re-number items accordingly

Page 28, No. 31d, line 2: insert a closing bracket after "... and the Chairman)"

Page 28, No. 31e, line 2: Insert a closing bracket after ".... or the Chairman)"

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Davies to accept the amendments listed above.

12.2 Action Plan:

12.2.1 To review the outcomes of the Action Plan 2010/2011: (previously circulated)

Agreed:

i) Statutory: Model Code of Conduct: To review legal adequacy of and compliance with at the next Ordinary Meeting of the Parish Council to be held 14th March 2011.

ii) General: Footpaths: To investigate current situation in respect of new kissing gates.

Action: the Clerk (Agenda item in respect of i); Cllr Perkins (liaise with Footpaths Warden in respect of ii)

12.2.2 To consider the Action Plan for 2011/2012:

Agreed: To set out the Action Plan for 2011-2012 at the next Ordinary Meeting of the Parish Council to be held 14th March 2011.

Action: Chairman and the Clerk (bring recommendations to the Meeting; Agenda item)

13 **Policy on Charitable Giving** (Action Plan Objective)

13.1 To consider a Policy on Charitable Giving:

The following aspects were discussed:

i) Eligibility of registered Charities

ii) Criteria to approve grants to village and parish events and those in the local community

iii) Consideration of village issues

iv) The Power of Wellbeing

v) Consultation process leading to adoption of a Policy.

Agreed:

i) To defer consideration of this matter until the next financial year

ii) To include in the Action Plan 2011-2012

14 **Allotments:**

14.1 To Note that tenancy agreements in relation to one full plot and one half plot end on 31st March 2011:

Noted.

Agreed: To place a Notice on the Allotments Noticeboard advising of the vacant plots.

Action: the Clerk

14.2 To review the Allocations Policy: (previously circulated)

Agreed: That there was a need to retain two Waiting Lists:

Waiting List 1: New Tenants

Waiting List 2. Existing Tenants who have expressed an interest in writing to exchange their plots when the opportunity afforded by plots becoming vacant arises.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Perkins to amend Allocation Policy Statement 3 of the Allocation Policy as follows:

Insert after 'or a person on the waiting list' and before 'in the case of a full plot,...': 'of current tenants waiting to change or new tenants wanting plots'.

Amended Allocation Policy Statement 3 to read: When an allotment becomes available, it will be offered to the current tenant in the case of a part plot or a person on the waiting list

of current tenants waiting to change or new tenants wanting plots in the case of a full plot, as set out in statement 5.

Action: the Clerk (prepare amended Allocation Policy document for signing; Agenda item)

Agreed: To review the plot fees in July/August 2011 with the intention of introducing them in 2013.

(Note: Tenants are entitled to 6 months' notice of changes in rent.)

15 Cemetery:

15.1 To consider an application for a replacement memorial for plot no. 685:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to make no objections.

Action: the Clerk (advise Memorial Mason)

16 Quality Status: (Action Plan Objective)

16.1 To consider a date for the presentation of the Certificate:

Agreed:

i) Members were in favour of holding the Presentation at 7.15 p.m. on Monday 14th March 2011 or, if not convenient to Northants CALC representatives to suggest alternative dates: either Monday 28th March 2011 or Monday 4th April 2011.

ii) To invite Cllrs Ron Sawbridge and John Townsend

iii) To publicise the Presentation in the Newsletter and on the web at www.croughton.org.uk and Brackley on line www.globalmapping.uk.com/brackley_online_post.asp

iv) To invite the Press: Towcester and Brackley Advertiser, Banbury Guardian, Northants Chronicle.

Action: the Clerk

16.2 To consider the design of the Parish Council's letter head:

Agreed: To defer consideration of the design to the next Ordinary Meeting of the Parish Council to be held 14th March 2011.

Action: the Clerk (Agenda item)

17 Local Elections 5th May 2011:

17.1 To Note information dated 26th January 2011 from Electoral Services, SNC:

Agreed: To request 12 Nomination Packs for distribution via the Parish Office as from 5th March 2011.

Action: the Clerk

17.2 To consider whether to pay for Poll Cards at a cost of £324.14 calculated as £60 setting up fee + 47p per elector (562 electors):

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Perkins **not** to pay for Poll Cards for the Parish Elections.

Action: the Clerk

17.3 To consider an agenda for the hour long Q&A session at 6.30 p.m. on 14th March 2011:

Agreed: To display information about the work of the Parish Council on boards, on screen and to have a supply of materials, pamphlets, leaflets on hand for reference.

Action: Cllr Gelder (provide display boards); Cllr Davies (projector); the Clerk (other materials e.g. Quality Status Guidance, Minute Book)

17.4 Standing as a Candidate in the District or Town/Parish Council Elections on 5th May 2011 Seminar: 17th February 2011: Invitation from the Returning Officer, SNC:

Agreed: That places be reserved for Cllr Gelder and one other Councillor.

Action: the Clerk

- 18 Highway Matters:** (Action Plan Objective)
- 18.1 Acquisition of 2 Vehicle Activated Signs:
 18.1.2 To Note the schedule in respect of the completion of the project:
 Cllr Tomlin reported that the poles had been erected but that the pole at Park End was not in the correct location.
Agreed: To contact Mr Steve Barber at NCC to request that the pole installed at Park End is removed and reinstalled in the agreed position to protect residents from nuisance from the activated sign.
Action: Cllr Tomlin
- 18.2 NCC: To note situation in respect of carriageway repairs at Blenheim:
 Mr Paul Tysoe, Asset Management Engineer, Transport and Highways, NCC has advised that work to carry out structural patching to the carriageway at Blenheim may proceed by the end of the current financial year. Failed areas are to be planed and excavated and a new surface applied to the patched areas. A seal and chippings dressing is to be applied across the entire carriageway in the next financial year. This finish will improve resistance to skidding. This remedial work is ten times less expensive per square metre than the cost of a new surface.
Noted.
 The Clerk has asked Mr Tysoe to provide a definitive description of the type of surfacing materials from which Wheelers Rise is constructed.
- 19 SNH Repairs to Fence at garage area 15-23 Wheelers Rise:**
- 19.1 To receive a Report on site meeting with Surveyor held 1st February 2011:
 Cllrs Coles, Gelder, Ramsay and Robbins attended the site meeting with Mr Stephen Jones, Surveyor, SNH.
 Mr Jones acknowledged that no Right of Way existed from the garage area across the land to the rear of the Reading Room. Mr Jones proposed to consult with neighbouring tenants and occupiers over the renewal of the continuous fence line from the post at 35 Wheelers Rise to the substation.
 It was **Noted** that the policy of South Northants Homes is that of affording privacy to tenants of properties situated adjacent to open ground.
- 20 The Annual Parish Assembly 2011:**
- 20.1 To confirm the date and venue:
RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to hold the Annual Parish Assembly 2011 on Monday 4th April 2011 in the main hall of Croughton Village Hall.
 The Parish Council was grateful to the Short Mat Bowls Club for its support.
Action: Cllr Gelder (advise Mr Cyril Fletcher of arrangements)
- 20.2 To compile the list of invitees:
Agreed: To invite representatives of village groups and businesses, and the School; locally elected representatives - Cllrs Sawbridge and Townsend, and Andrea Leadsom, MP; Personnel from RAF Croughton; Mr George Britchfield, Chairman, Brackley Cottage Hospital Trustees.
Action: the Clerk
- 20.3 To draft an Agenda:
Action: Chairman and the Clerk
- 21 SNAG:**
- 21.1 To appoint a Village Representative:
Agreed: That all information is sent to the Clerk for distribution to Members of the Parish Council but that no specific appointment is made.

22 Correspondence:

22.1 To consider items of Correspondence:

None.

22.2 To Note:

22.2.1 Northamptonshire Police: Transition from Community Panel Meetings to Street Briefings: (previously circulated) **Noted.**

22.2.2 Environment Agency: Emergency Flooding Response -Exercise Watermark: 7-11 March 2011: (previously circulated) **Noted.**

22.2.3 NCC Approved Trader Scheme: Likelihood of Buy with Confidence Approved Trader Scheme being discontinued at the end of the current financial year due to budget cuts. **Noted.**

22.2.4 Needs and Aspirations Project for unpaid carers in Northamptonshire: (previously circulated) It was **Noted** that the Directory contained few details appertaining to Croughton.

22.2.5 Consultation on the future of the Public Forest Estate in England: (previously circulated) **Noted.**

22.2.6 Northamptonshire Best Village Competition 2011: (previously circulated) **Noted.**

22.2.7 Street Parties Guidance and Licensing Training: (previously circulated) SNC was running a series of sessions for organisers of street parties and Parish Council representatives. First session: 17th February 2011. **Noted. Agreed:**

i) To send Mr Jamie Bodley-Scott a copy of the Guidance

ii) To invite Mr Bodley-Scott to update the Parish Council on progress of plans for the Village Event 2012.

Action: the Clerk

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

i) SNC Lists of planning applications registered during periods 06.01.11 - 26.01.11

ii) Minutes of Evenley Parish Council Meeting held 17th January 2011

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

23.1 Website: Cllr Davies reported on completion of encoding work by Mr Jonathan Schofield. **Agreed:** That the Parish Council at its next Ordinary Meeting to be held on 14th March 2011 considers making a payment in the sum of £50.00 to Mr Schofield. **Action:** the Clerk (Agenda item)

24 To receive items for the next Meeting - Monday 14th March 2011.

None.

The Meeting ended at 10.35 p.m.

Signed: _____ Date: 14th March 2011
Chairman