

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 13th July 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Trevor Davies
Councillor Penny Forbes
Councillor Chris Fox
Councillor Pamela Gelder

Absent: Councillor Jean Coles

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: Members of the Public were present. The Chairman read out the Announcement.

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 Coles: On Holiday

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve the Reason for Absence submitted by Cllr Coles.

- 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:

Several Members of the Public were present.
Agenda Item 11.1.2: Planning Application No. S/2015/1367/OUT: A Member of the Public asked whether the Chairman had read the comments that were posted on the SNC website. The Chairman confirmed that he had read the comments.

- 6 To Approve the Minutes of the Annual Parish Council Meeting held 8th June 2015:**
(previously distributed)

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Gelder to Approve the Minutes of the Parish Council Meeting held 8th June 2015.

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

- 7.1 Clerk's Report: (verbal report)
 Minute No. 7.1: Village Directory: Information submitted to SNC on 29th June 2015.
 Minute No. 15: Little Brook Ward Meeting: Mr Joe Frost, Sales and Marketing Manager, Gigaclear, will give a progress report to the Ward Meeting on 20th July 2015.
 Minute No. 16.1: Police and Crime Commissioner Briefing Event, 14th July 2015: Information will be sent out to Parish Councils following the event.
 Other:
 1. Community Enhancement Gang: Visit to Croughton 22nd July 2015.
Agreed: Cllr Tomlin will meet the Gang at the village name plate on the B4031, Blenheim at 8a.m. on 22nd July 2015.
 2. Lamp No 57, Townend Close, Brackley Road: The lamp has been connected up and will be numbered. Electrical Test Certificates will be issued to the Parish Council in due course.

8 Finance Matters:

- 8.1 Receipts & payments and balance of bank accounts:
 Barclays Bank: £1,040.65 (06.07.15) Business Direct: £24,609.37 (06.07.15)
- 8.2 To Ratify and Approve the Payments: (previously distributed)

Cheque No	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill No.	£518.82	£86.47	1
102623	A H Contracts	Inv. 8060 dog waste bin emptying	£24.00	£4.00	
102624	Texprep	Inv. 21445 newsletter	£66.30		
102625	M Dempsey	Inv. 1107 Grasscutting	£690.00		
102626	E.ON	Inv. 056133 Maintenance Agreement	£246.73	£41.12	
102627	E.ON	Electricity Apr-Jun15	£545.39	£90.90	2
102628	A Le Druillenec	Salary Month 4	£320.22		
102629	HMRC	Tax Month 4	£80.00		

¹ BT plc had yet to issue the amended invoice to correct payments for March and June 2015 but had given verbal confirmation of the amount payable.

² E.ON had had problems with new software and the bills that had been issued were incorrect. These invoices would be credited and a revised invoice issued. E.ON had given verbal confirmation of the amount payable.

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

- 8.3 To Note Receipts: (previously distributed)

Date	Payer	Description	Amount
03.06.15	HMRC	Vat refund	£365.57
29.06.15	L Rickett	Advert	£8.00
01.07.15	Mid Counties Co-Op	Ashes Plot 18	£55.00
06.07.15	Western Power Distribution	Wayleave	£4.60

Noted.

9 Annual Return 2014/2015:

- 9.1 To Note correspondence received from the External Auditor in respect of Fixed Assets: (previously distributed)

The External Auditor had raised points about materiality and donated assets. The movement of fixed assets was greater than £2,000 and was considered to be material to the accounts.

Assets that are donated (AED) should be given a nil value for accounting purposes, rather than a valuation (£1,100).

The External Auditor had imposed an additional charge of £30.00 because the Annual Return required amendment.

Noted.

- 9.2 To Approve the following Amendment to Box 9 2015 of the Annual Return: Re-state total fixed assets as £920,177:

The re-stated figure is £1,100 less than the figure that had been entered on the Annual Return.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to amend the Annual Return 2014/2015 Section 1 Box 9 2015 as required.

10 Auto Enrolment:

- 10.1 To Note the Staging Date of 1st April 2016 for Croughton Parish Council:
This is when employer responsibilities with regard to the Pensions Act 2008 take effect.

Noted.

- 10.2 To Note action to be taken to comply with the regulations:
The Clerk reported on the procedure, including who to enrol in a Pension Scheme. This is earnings and age related.
In the case of Croughton Parish Council, the Clerk would have the right to join a Pension Scheme but the Parish Council would not be required to pay contributions.
Within 6 weeks of the Staging Date the Parish Council must write to inform the Clerk of her right to join a Pension Scheme and how automatic enrolment applies to her.
Within 5 months of the Staging Date the Parish Council must complete a Declaration of Compliance and send it to the Pensions Regulator. Records must be kept for up to 6 years.

Noted.

11 Planning:

- 11.1 **Applications:**
11.1.1 No. S/2015/1462/FUL
Proposal: Dormer Windows to rear
Location: 25 High Street, Croughton

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Gelder to make NO COMMENT.

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

The Chairman reported that 12 comments had been submitted to the Planning Authority by members of the public and were available to view on the SNC website.
Of these 11 were Objections and were concerns in relation to the width of the Brackley Road; History of flooding; ongoing drainage problems; presence of snakes; the extension of the village envelope; and increase in traffic.

The Highway Authority had commented that the access road would need to be made up to adoptable standard in order to serve more properties.

Members of the Parish Council made the following observations:
The Brackley Road was too narrow for the extra traffic and unsafe for pedestrians as there was no footpath. Thames Water was responsible for the drains.
The extension of the village envelope was a concern yet the site fitted in with the local plan, according to which the preferred direction for expansion would be to the north of the village,

rather than to the east. It was **Noted** that the affordable housing development was built on an exceptions site. There was a need to accept more housing in principle. The proposal was in Outline. Additional screening might improve the layout. There was a lack of consultation by the applicant with the neighbours. The principle of the process had not been well thought through and there had been no needs analysis carried out.

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Davies to OBJECT to the proposal on the following grounds:

- i) The development is outside the village envelope
- ii) General infrastructure development needs to be improved.

In particular:

- Brackley Road is not designed to be able to cope safely with an increase in traffic. The carriageway is narrow and there is no footpath. Road improvements would be required before this proposal could be considered to be acceptable.
- There are drainage issues that need to be addressed

11.1.3 **FOR INFORMATION:** Pre-Application enquiry in respect of a prospective residential development at land to the north of the ROW, land at Townend Farm:

Further information was not available.

A recent Appeal ruling had established that SNC held a 5 year land supply. This particular site had been brought to the attention of the Planning Authority under the Call for Sites and this pre-application enquiry was to give notification that the site was available for development.

11.1.4 **FOR INFORMATION:** Feedback from Open Evening held 25th June 2015 in respect of proposed development at land off B4031 and Portway:

The following matters had been mentioned:

- i) Ongoing drainage problems in the Portway area. The root cutter had been used there recently
- ii) Provision of car parking places was insufficient
- iii) Loss of trees
- iv) The proposed development was linear and outside the village boundary
- v) Traffic.

There had been no mention of a developer contribution.

11.2 **Decisions:**

11.2.1 No. S/2015/0623/FUL REFUSAL
Proposal: Front Porch
Location: Moss Cottage, 48 High Street, Croughton

Noted.

12 **Casual Vacancies: To consider nominations to fill 3 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 Forbes to co-opt Mr Mike Tadman of 10 High Street, Croughton to serve in the Office of Parish Councillor.

13 **Training:**

13.1 To consider training needs:

None.

14 Action Plan 2015/2016:**14.1 Councillor, Representative and Warden Updates:****14.1.1 Footpaths Warden:** To review the maintenance of AF11:

KierWSP had carried out the first cut on 12th June 2015. The programme of County-wide second cuts would commence in mid July.

Noted.**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 forms were received relating to the Allotments, Footpaths and Seats; Lighting Areas 1,2,3 and 4. A verbal report had been received on the Cemetery.

All lamps required cleaning.

Action: the Clerk (review feedback)

14.3 Community Engagement:**14.3.1 To Approve a letter of thanks for the reinstatement of the Highway Verge along Brackley Road:**

Cllr Tomlin reported on a very good job that had been done- 2 turf widths, tons of top soil and watering.

Agreed: To write a letter of thanks to the Rowler Estate.

Action: the Clerk

14.3.2 Website: To consider a proposal from 2Commune: (previously distributed)

Cllr Davies reminded the Council of the origins of the existing website which had been designed to serve a range of purposes. Since then there had been a rapid rate of change in E government requirements for which a bespoke website, such as that offered by 2 Commune, would cater.

Northants CALC was awaiting details of the new Transparency Fund for local councils setting up new websites.

The alternative would be for the Parish Council to make a gradual budget provision.

Agreed: To place this item on the Agenda of the next Ordinary Meeting of the Parish Council to be held 10th August 2015.

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

Current available funds: £9,115.

The outcome of the Panel Meeting of 6th July 2015 was not known. The Croughton PCC had applied for £7,500 for church roof repairs.

Suggested projects for the village were put forward:

Defibrillator at the eastern end of the village

Car Parking provision

Allotment Wall

Surfacing for bike manoeuvres

New play equipment

Shelter for Football spectators

It was **Noted** that the deadline for applications to the New Homes Bonus fund was 28th August 2015.

Agreed: To place this item on the Agenda of the next Ordinary Meeting of the Parish Council to be held 10th August 2015.

14.4 Policies, Plans and Procedures:**14.4.1 Action Plan Review:** To update actions for Q1: (previously distributed)**Agreed:**

i) To amend and update the following entry:

Part 3 Community Engagement: Jubilee Committee Project: Remove the Action to be taken ('Implement defined actions for current year') Insert in Status/Outcome column: Feedback acquired.

ii) To invite Mrs Margaret Bennett to assist in the collection and analysis of VAS traffic data:

Action: Cllr Tomlin

The Update for Q1 was **Noted**.

14.4.2 Transparency Code: To review compliance:

By the deadline of 1st July 2015 the following information relating to the financial year 2014/2015 had been published on the website in full compliance with the Code for smaller authorities:

- i) All items of expenditure above £100
- ii) End of year accounts, Annual Governance Statement and Internal Audit report, as well as the Bank Reconciliation, and explanation of any significant variances in the Statement of Account
- iii) A list of Councillor or Member responsibilities
- iv) Details of public land and building assets as per the Asset Register.

Draft Minutes of Parish Council Meetings and Agendas are also published on proper Notice.

Noted.**15 Correspondence:**

- 15.1 Police and Crime Commissioner: To suggest issues for the Walkabout on 18th August 2015:

The Walkabout would last 30mins. and commence at 1.20 p.m. from the Village Hall.

Agreed: To raise parking issues and speeding with Mr Simmonds, PCC.

Action: Cllr Davies

- 15.2 Metropolitan Police: To consider a request to install a temporary Automatic Number Plate Reading Camera on a lamp column No 2 or lamp column No 3 at Park End: (information previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to accede to the request.

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

- 16.1 Gigaclear: A new Project Manager had been appointed. Efforts were being made to rectify matters and, with the approval of Northants Highways, to restart works from 25th July 2015. Completion date: end of August. Live: end of September 2015.
- 16.2 Drainage: Further excavation and camera work was being organised, although the problem with the soil drain had been cured.
- 16.3 Emergency Response Plan: This had been updated, signed off and Councillor checklists distributed.

- 17 **To receive items for the next Parish Council Meeting: - Monday 10th August 2015:**

None.

The Meeting ended at 8.35 p.m.

Signed: _____ Date: 10th August 2015
Chairman