

# Croughton Parish Council

Minutes of Croughton Parish Council Meeting  
Held on Monday 11<sup>th</sup> January 2010 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

In attendance - Mrs Ann Le Druillenec (Clerk)

## 1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Murdoch: Business arrangements  
Cllr Relf: Work Commitment

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to approve the Reasons for Absence submitted by Cllrs Murdoch and Relf.

## 2 To invite Declarations of Interest:

None

## 3 Public Participation:

None

## 4 To approve the Minutes of the Meeting held on 14<sup>th</sup> December 2009:

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Robbins to approve the Minutes of the Meeting held on 14<sup>th</sup> December 2009.

## 5 Matters Arising from item 4 not on the Agenda: For Information

*Cllr Davies entered the Meeting.*

### 5.1 Clerk's Report: (previously circulated)

Minute No. 11.1: Inconsiderate Parking at 14-16 High Street: The Clerk had written to the Occupiers of Old School Cottage to confirm their lack of objections to the proposal, following their discussion with the Chairman.

Minute 11.2.1: Bus Services 499 and 508: Tex Cars and Coaches (TCC) has responded to passenger complaints and resumed its hail and ride service so that buses will stop at Park End.

Minute 11.3: Road Signs and Road Markings: A sign to indicate the right hand turn to Charlton has been requested. The corroded pole supporting the sign near the seat at the junction of High Street and Brackley Road has been replaced.

Minute 11.3.1: Blenheim name plate: SNC has been asked to install a replacement.

Minute 15.1.1: CPRE Litter Warden: An expression of interest has been received.

Minute 16.1: Resurfacing of Wheelers Rise: i) A written reply from Ms Debbie Strong, Deputy Head of Transport and Highways, NCC was noted. Mrs Strong advised that it was unlikely that any resurfacing would occur in Croughton before 2011.

ii) Ms Fiona Ossei, Project Surveyor, South Northants Homes has advised that the top section of Wheelers Rise will be resurfaced, the commencement dated for these works has been delayed to the end of January 2010.

**6 Finance Matters:**

**6.1 Receipts & payments and cash balance of bank accounts:**

Barclays Bank: £5,088.81 (11.01.10) Standard Life: £15,239.20 (11.01.10)

**Noted.**

*Cllr Perkins entered the Meeting.*

**6.2 To Approve Payments:**

Cheque No.	Payee	Description	Total	vat
102078	A H Contracts	Inv 4481	£36.52	£4.76
102079	Texprep	Inv 17717	£58.80	
102080	E.ON UK Energy Services	Inv 004069	£236.45	£30.84
102081	A Le Druillenec	Salary Month 10	£319.68	Note 1
102082	HMRC	Tax Month 10	£80.00	
DD	BT plc	Telephony Bill Q00301	£208.67	27.21

Note 1: SCP 25 as from 1<sup>st</sup> December 2009

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

**6.3 To Note Receipts:**

**None**

**7 To consider the adoption of a Training Statement of Intent:**

The Council noted advice from Northants CALC on the revised criteria for Quality Council status and considered a sample Training Statement of Intent. (Information previously circulated)

The Council was in favour of a Training Log and for this to be included in a Statement of Intent for Croughton Parish Council.

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Perkins to adopt a Training Statement of Intent with reference to the maintenance of a Training Log.

**Action:** the Clerk (draft CPC Training Statement of Intent; Agenda item)

**8 Planning:**

**8.1 To ratify the formal response of the Parish Council to application no. S/2009/1076/OUT to construct 38 dwellings at land off B4031 and Portway Croughton.**

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to ratify the formal response of the Parish Council to application no. S/2009/1076/OUT.

**8.2 Application:**

a) Ref: LIC/STC02

Proposal: Renewal for a Street Trading Consent - Mobile Catering Trailer - 'Finest Refreshments'  
Location: A43 layby, Northbound between Croughton and Evenley roundabout

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

**8.3 Notices of Decision**

**None**

- 8.4 To consider the Draft West Northamptonshire Strategic Housing Land Availability Assessment: [www.westnorthamptonshirejpu.org](http://www.westnorthamptonshirejpu.org)

6 potential strategic sites each for developments of 10 or more homes in Croughton had been identified and assessed:

- i) Allotment Gardens, High Street
- ii) Brackley Road
- iii) Portway
- iv) Wheelers Rise East
- v) Manor Farm
- vi) Wheelers Rise West

Sites i) - iv) (Allotment Gardens, High Street; Brackley Road; Portway and Wheelers Rise East) had been included in the Strategic Housing Land Availability Assessment (SHLAA)

Note: The inclusion of a site in the SHLAA does not mean that it will be allocated for development or receive planning permission.

Sites v) and vi) (Manor Farm and Wheelers Rise West) were considered too small for inclusion and had been placed on the SHLAA List of Excluded Small Sites.

**Agreed:** To advise the West Northamptonshire Joint Planning Unit that the Allotment Gardens site was no longer available.

## 9 Footway Lighting:

(Paper on Footway Lighting with recommendations previously circulated)

- 9.1 To consider the information supplied by E.ON in respect of:

### 9.1.1 Energy Efficient Lighting:

Recommendation: To await the outcome of the assessment of the condition of Mercury Vapour lamp (No 30 Portway) and use Lighting Reserves if necessary to replace the lamp.

#### **Agreed:**

- i) To await the outcome of the assessment of Lamp No. 30 Portway
- ii) To seek grant aid in respect of energy efficient lighting
- iii) To include this in the Action Plan with an Action Date of April 2015.

**Action:** the Clerk (report back on assessment; funding sources, Action Plan)

### 9.1.2 Street Lighting on Wooden Poles:

Recommendation: Determine the ownership of the wooden poles.

**Agreed:** To adopt the recommendation by identifying where underground cables

**Action:** All Councillors (visual assessment); the Clerk (liaise with electricity supplier)

### 9.1.3 Electrical Testing:

Recommendation: Consider a rolling programme of electrical testing over 4 years and budget accordingly (£10 per lamp)

**Agreed:** A Risk Benefit Analysis was required.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Perkins to take no further action.

- 9.2 To consider budget and policy implications of the above:

**None.**

## 10 Highway Matters (Action Plan Objective)

- 10.1 Road Signs and Road Markings: To consider specific areas for improvements: **None** (refer to Minute No. 15.1.1.b)

10.2 Rightracks: To put forward questions for the final Rightracks meeting:

**Agreed:** that Cllr Ramsay should bring the following matters to the final Rightracks Meeting:

- i) The lack of understanding and communication between the Rightracks Board and Parish Councils
- ii) Access difficulties for Warren Lodge Farm caused by one of the 30 mph countdown signs
- iii) That the Parish Council was in favour of the Village Gateways being made more visible through cleaning and clearing of overhanging vegetation rather than through high maintenance painting
- iv) Facts and figures on cost of Rightracks project and aspects of the spend
- v) The hardstanding area for the camera van
- vi) The 30 mph speed limit on Park End

**Action:** Cllr Ramsay (submit questions to final Rightracks Meeting)

10.3 Community Speedwatch: To receive an Update:

Cllr Ramsay reported:

- i) Date of Training session: 1<sup>st</sup> May 2010  
(Campaign 16<sup>th</sup> May 2010- 27<sup>th</sup> June 2010, alternating with Aynho)
- ii) Six weekly display periods for Speedwatch Notices:  
18<sup>th</sup> January 2010 - 1<sup>st</sup> March 2010  
28<sup>th</sup> June 2010 - 9<sup>th</sup> August 2010  
11<sup>th</sup> October 2010 - 22<sup>nd</sup> November 2010
- iii) The pole mounted black boxes were used by both Community Speedwatch and Rightracks for the purposes of recording statistics on traffic volume and speed.

10.4 To consider the acquisition of a Vehicle Activated Sign:

(Information dated 30<sup>th</sup> October 2008 from Mr Steve Barber, Casualty Reduction Officer, NCC previously circulated)

**Agreed:** To invite Mr Barber to speak to the Parish Council about the acquisition of a VAS

**Action:** Cllr Ramsay (invitation to next Ordinary Meeting of the Parish Council)

11 **Emergency Planning** (Action Plan Objective)

11.1 To approve the purchase of emergency kit items totalling a maximum of £100:

A list of items of equipment recommended for purchase was presented to the Meeting for the Council to consider.

Listed Item	Comment	Action
Designated Box	E.ON box in Parish Office	Clerk (locate box)
Analogue telephone	In E.ON box	Clerk (locate)
Battery or wind up radio	Steepletone supplied to Army	Clerk (write to Steepletone)
Log Book, size A4, hardback	No Minutes; immediate assessment	
10-12 Fluorescent jackets	Donated	Cllrs Murdoch and Relf (acquire)
E.ON Emergency pack	For vulnerable people	Cllr Ramsay (investigate)
First Aid Kit	Village Hall Kit capacity 20 persons	Working Party (check size of kit)
Other		
Portable Heating/generators		

The WI had a chain of command. **Noted**

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Perkins to allow the Emergency Planning Working Party broad approval to purchase the items on the list up to £100.

**Action:** Cllrs Gelder, Murdoch, Ramsay and Relf

Volunteer Emergency Response Team: 3 volunteers had come forward

- Agreed:** To place an article in the newsletter thanking all those who had helped out in the snow.
- 12 Statutory Matters**
- 12.1 To consider a Budget for YE 31<sup>st</sup> March 2011: (paper previously circulate)
- RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Tomlin to approve a Budget of £17,635.00 for YE 31<sup>st</sup> March 2011.
- 12.2 To consider a Precept for YE 31<sup>st</sup> March 2011: (paper previously circulated)
- RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Perkins to approve a Precept of £15,500 for YE 31<sup>st</sup> March 2011.  
**Action:** the Clerk (submit Precept demand to SNC)
- 12.3 To review the effectiveness of the system of financial control: (paper previously circulated)  
The Clerk spoke to the paper, referring to:
- i) Accounts and Audit (Amendment) (England) Regulations 2006
  - ii) Internal Audit Service Terms of Reference (Northants CALC)
  - iii) Internal Control Processes (Croughton Parish Council)
  - iv) Financial Risk Assessment (Croughton Parish Council)
  - v) Audit Plan (Croughton Parish Council and Internal Auditor)
  - vi) Annual Return (Internal Auditor, Croughton Parish Council and External Auditor)
- Recommendations:
- 1. To consider the draft Financial Risk Assessment dated 11<sup>th</sup> January 2010
  - 2. To review the effectiveness of the system of internal control.
- Agreed:** There were no issues arising from the recommendations.
- RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin to note that adequate controls were in place and the system of internal audit and control operating at Croughton Parish Council was effective.
- 13 Policy for Advertising in the Newsletter and on the Website:**
- 13.1 To approve the updated policy:
- RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Robbins to approve the Policy for advertising in the Newsletter and on the Website.
- 14 SmartWater Scheme:**
- 14.1 To consider a bulk purchase order of SmartWater units though the Police Purchase Scheme at the discounted cost of £10.00 per unit per order of 10 units:
- Agreed:** To accept the advice of PC Gez Shillito in respect of Parish Council expenditure on the scheme - place order requirements according to list of resident subscribers  
**Action:** the Clerk (compile list)
- 14.2 To agree a procedure for sale of units to members of the public:
- Agreed:** To invite members of the public to put their names on a list by 31<sup>st</sup> January 2010.  
**Action:** the Clerk (compile list)
- 14.3 To note: Presentation at 7 p.m. on 9<sup>th</sup> February 2010 in Croughton Village Hall by Inspector John McKinney, Project Co-ordinator, Northamptonshire Police  
**Noted.**

**15 Correspondence**

15.1 Items to Consider:

15.1.1 NCC/MGWSP:

- a) To complete a Parish Satisfaction Questionnaire: (previously circulated)

**Agreed:**

- i) That it was not possible to complete the section entitled 'Service Delivery'  
ii) To include a qualifying statement on page 2.

**Action:** the Clerk (complete Questionnaire and submit to MGWSP)

- b) To consider work for the Parish Enhancement Gang:

**Agreed:** To ask the Gang to carry out the following jobs:

- i) Clean the entry gate along the B4031 and clear it of vegetation  
ii) Weed footpaths

- iii) Clean and paint name signs, e.g. Mill Lane

**Action:** the Clerk (advise MGWSP)

15.1.2 SNC Economic Development Strategy: To consider a response:  
Cllr Gelder spoke to this item.

**Agreed:** To adopt the response put forward

**Action:** Cllr Gelder (email response to Clerk); the Clerk (submit response to SNC)

15.1.3 War Memorial Playing Fields: Request for information

**None.**

15.1.4 Meeting with Environment Agency to discuss proposed Energy from Waste facility at Ardley: 14<sup>th</sup> January 2010:

**Noted**

15.2 Items to Note:

15.2.1 South Northamptonshire Forum: 'Enabling Good Communities' 27<sup>th</sup> January 2010, 2-4 p.m. Towcester

15.2.2 South Northants Homes: Community and Charitable Donations: Funding offer.

15.3 Circulation List:

- i) SNC Lists of planning applications registered 10.12.09 -23.12.09  
ii) SNC Compost Bin Offer  
iii) Tim Boswell MP: message; Advice Centre Dates January - March 2010  
iv) Northamptonshire Rural Housing Association: Annual Report 2008/2009

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

16.1 Parish Council Reception 16<sup>th</sup> December 2009: Feedback: Attended by Cllrs Davies and Tomlin. SNC's management team was thinking more coherently about the whole community, was identifying service needs in a more responsive way and recognised the time limitations on volunteers. SNC was endeavouring to rectify poor communications.

16.1.1 Correspondence dated 4<sup>th</sup> January 2010 from the Director of Service Delivery at SNC:  
Enclosure 1: Powerpoint presentation to Parish Councils' Forum held 16<sup>th</sup> December 2009  
Enclosure 2: SNC Management Structure Chart at 1<sup>st</sup> January 2010

**Action:** the Clerk (circulate enclosures)

Invitation to attend briefing on the Interim Rural Housing Policy (date to be confirmed):

**Agreed:** To accept in principle

**Action:** the Clerk (advise SNC)

16.2 Croughton Website: Cllr Davies invited comments on the new village website (paper previously circulated) recommending the site's increased flexibility and potential for groups.

**Action:** Cllr Davies (launch new site)

16.3 Kissing Gates: Members were in favour of preserving older gates if practical.

Meeting Date: 11<sup>th</sup> January 2010

- 16.4 Entrance Gates at Gateridge: Described as 'industrial in size' of 12 - 15 feet in height.  
**Agreed:** To investigate planning permission  
**Action:** the Clerk (raise matter with SNC)
- 16.5 RAF Croughton Application Nos: S/2010/0012/FUL and S/2010/0016/FUL:  
**Agreed:** To hold an Extraordinary Meeting on 25<sup>th</sup> January 2010  
**Action:** the Clerk (issue summons to attend)
- 17 **To receive items for the next Meeting - Monday 8<sup>th</sup> February 2010**  
**None**

The Meeting ended at 10.10 p.m.

Signed: \_\_\_\_\_ Date: 8<sup>th</sup> February 2010  
Chairman