

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 13<sup>th</sup> June 2011 at 7.30 p.m. in Croughton Village Hall

### Present

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

### Absent

No-one

In Attendance: Mrs Ann Le Druillenec (Clerk)

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

None.

**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 Annual Parish Council Meeting held 9<sup>th</sup> May 2011:**  
(previously circulated)

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Bodley-Scott to approve the Minutes of the Annual Parish Council Meeting held 9<sup>th</sup> May 2011.

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

None.

**6 Finance Matters:**

6.1 Receipts & payments and balance of bank accounts:  
Barclays Bank: £6,395.41 (06.06.11) Standard Life: £14,969.24 (06.06.11)

Noted.

## 6.1.1 To Approve the Payments:

| Cheque No. | Payee           | Description  | Total   | vat    |
|------------|-----------------|--|---------|--------|
| 102216     | A H Contracts   | Inv 5461 dog waste bin emp   | £24.00  | £4.00  |
| 102217     | Texprep         | Inv 18773<br>Newsletter £66.80<br>Inserts £29.90                           | £96.70  |        |
| 102218     | M Dempsey       | Inv 851 Grasscutting   | £690.00 |        |
| 102219     | JJ Schofield    | Inv jjs_croughton14-05-11<br>Website maintenance                           | £50.00  |        |
| 102220     | A Le Druillenec | Salary Month 3   | £310.15 |        |
| 102221     | HMRC            | Tax Month 3  | £77.60  |        |
| 102222     | A Le Druillenec | Reimbursement<br>web domain hosting renewal £102<br>office supplies £44.71 | £146.71 | £24.42 |

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

## 6.2 To note Receipts:

| Date     | Payer                             | Description          | Amount  |
|----------|-----------------------------------|----------------------|---------|
| May 2011 | Tenants                           | Allotment Rent       | £43.50  |
| 10.05.11 | HMRC                              | Vat refund           | £989.71 |
| 11.05.11 | L P Finn Memorials                | Plot 696 inscription | £20.00  |
| 25.05.11 | I-Tec Independent Technicians ltd | Advert               | £43.20  |

**Noted.**

## 6.3 Bank Mandate: To approve amendments:

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to amend the Barclays Bank Mandate to authorise Cllrs Gelder, Tomlin, Coles, Davies and Robbins, and Ann Le Druillenec as signatories to the account.

**Action:** All authorised signatories (complete Bank Mandate)

## 7 Internal Controls:

## 7.1 To appoint the Internal Control Councillor:

The Chairman explained the role of the Internal Control Councillor.

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to appoint Cllr Bennett as Internal Control Councillor for 2011/2012.

## 7.2 To review the Internal Control Processes: (previously circulated)

No formal control processes were yet in place for two elements:

1. Incapacitation of the Clerk
2. Software Licence.

**Agreed:**

i) To address these as follows:

| Element                        | Control                                      | Notes   |
|--------------------------------|--|---|
| 1. Incapacitation of the Clerk | Engage Locum Clerk/RFO via approach to NCALC | Have on file a customised reference list of operational procedures and functions for Locum Clerk/RFO. |
| 2. Software Licence            | Purchase new software                        | Agenda item 14.1: Purchase of laptop  |

**Action:** the Clerk (amend document for approval at next Ordinary Meeting of the Parish Council to be held 11<sup>th</sup> July 2011; Agenda item)

- 8 Insurance Renewal:** (notes of Working Group meeting held 26<sup>th</sup> May 2011 previously circulated)
- 8.1 To endorse the recommendation of the Working Group to accept the quotation in the sum of £417.42 representing a 3 year long term agreement with Came & Company:
- Agreed:** To endorse the recommendation.
- 8.2 To ratify raising of cheque no. 102215 in the sum of £417.42 and payment.
- RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Robbins to ratify payment in the discounted sum of £417.42 for the period 1<sup>st</sup> June 2011 - 31<sup>st</sup> May 2012 relating to the 3 year long term insurance agreement with Came & Company.
- 9 Action Plan 2011/12:**
- 9.1 To approve the Action Plan 2011/2012: (previously circulated)
- RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Robbins to approve the Action Plan 2011/2012.
- 9.2 To review the Policy on Special Meetings. (Action Plan Objective) (previously circulated)
- RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to continue with the current arrangements and to approve the Policy on Special Meetings.
- 10 Asset Register:**
- 10.1 To approve the Re-stated Asset Register at YE 31<sup>st</sup> March 2010: (previously circulated)
- RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Bennett to approve the re-stated Asset Register at YE 31<sup>st</sup> March 2010 (total value £917,300.00).
- 10.2 To approve the Asset Register at YE 31<sup>st</sup> March 2011: (previously circulated)
- RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to approve the Asset Register at YE 31<sup>st</sup> March 2011 (total value £917,383.00).
- 10.3 Bus shelter: To consider its asset value, insurance value and maintenance liability:
- i) The asset (original cost) and insurance (replacement) values of the bus shelter were **Noted**.  
The Council considered the risks to the bus shelter of vandalism, fire or impact damage.
- Agreed:** To re-assess the insurance value of the bus shelter.  
**Action:** Cllr Cash and Robbins (acquire replacement quotations)
- ii) Maintenance was estimated to be in the sum of £130.00 based on application of 60:40 linseed oil: turpentine mix to hardwood, and application of sadolin to softwood areas.
- Agreed:** To consider at next Ordinary Meeting of the Parish Council to be held 11<sup>th</sup> July 2011.  
**Action:** the Clerk (Agenda item)
- 11 Items held over from the previous Meeting:**
- 11.1 NCC Library Service: Proposed Mobile Library routes:
- It was **Noted** that the mobile library had served Croughton for 24 years. The Council considered that due to lack of advertising the service had become under-used, but was a potentially valuable resource.
- RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Tomlin to object to the proposed withdrawal of the mobile library service to Croughton.  
**Action:** the Clerk (response)

11.2 SNC Armed Forces Day: 20<sup>th</sup> June 2011:

**Agreed:** That Cllr Gelder represents the Parish Council at this event.

**Action:** the Clerk (confirm attendance with SNC)

11.3 Proposed changes to Public Transport and Bus subsidies: Report:  
Cllr Tomlin had attended an exhibition on 13<sup>th</sup> May 2011. The existing service would not be affected by the proposed changes.

## 11.4 Village Directory: Updates. (previously circulated)

**Noted.**

## 12 Training:

## 12.1 To consider requests for Training:

i) Health & Safety Risk Assessment course on 2<sup>nd</sup> July 2011 at Litchborough at a cost of £29.00.

**Agreed:** That the Clerk attends

**Action:** the Clerk (reserve place)

ii) s106 Training: Cllr Tomlin

**Action:** the Clerk (enquire about future courses)

## 13 To appoint Representatives:

## 13.1 Parish Paths Warden: To confirm Mr Paul Jones as Parish Paths Warden:

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to appoint Mr Paul Jones as Parish Paths Warden.

**Action:** the Clerk (notify MGWSP Rights of Way Team)

## 13.2 Highways:

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Coles to appoint Cllr Tomlin as the Highways contact.

**Action:** the Clerk (notify MGWSP Rights of Way Team)

## 13.3 Tree Warden:

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Davies to appoint Cllr Bodley-Scott as Tree Warden.

**Action:** the Clerk (notify MGWSP Rights of Way Team)

## 13.4 Planning:

**Agreed:** To defer the appointment pending progress on the implementation of the Planning Champion Scheme, Workstream 2.2 of the NCALC Parish Partnerships Charter 2010-2013.

## 14 Purchase of Office Equipment: (information previously circulated)

## 14.1 To recommend the purchase of one laptop computer in the sum of £333.31 + vat plus £214.97 + vat for software, external hard drive, hub and bag. Total cost: £548.28 + vat.

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Coles to adopt the recommendation, and to use designated and general reserves to fund the purchase.

**Action:** the Clerk

It was **Noted** that anti virus protection was available as part of the BT package.

**Agreed:** To accept with gratitude the donation of a flat screen monitor from Cllr Davies. The Chairman thanked Cllr Davies for his assistance with the upgrading of office equipment.

**15 Cemetery:** (Action plan Objective)

15.1 To approve an application for a memorial headstone:

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to approve the application for a headstone for Plot No. 580.

**Action:** the Clerk (notify Memorial Mason)

15.2 Garden of Remembrance: To consider a Policy: (Meeting held 10<sup>th</sup> August 2009 refers)  
This was ongoing.

**Agreed:**

i) To consider a draft policy at the Ordinary Parish Council Meeting to be held 8<sup>th</sup> August 2011.

**Action:** Cllr Gelder (draft Policy); the Clerk (Agenda item)

ii) To consider how the area is to be marked out. The installation of oak posts and chains was favoured.

**Action:** Cllr Robbins (samples of materials)

iii) To investigate a requirement to consecrate the Garden of Remembrance.

**Action:** the Clerk

**16 Allotments:**

16.1 To consider a request to extend Plot 20 to incorporate uncultivated adjoining section:

**Agreed:**

i) That Members meet informally to discuss the matter and associated issues on Monday 27<sup>th</sup> June 2011.

ii) To consult all Allotment tenants on any proposals when the Autumn 2011 rent demands are issued.

**17 Statutory Matters:**

17.1 Annual Return for YE 31<sup>st</sup> March 2011:

17.1.1 To receive the Report of the Internal Auditor (Section 4): (previously circulated)

There were no issues arising from the Report dated 26<sup>th</sup> May 2011.

**Noted.**

17.2 Risk Assessment (Health and Safety) Public Assets and Sites: To consider arrangements for the Annual RA: (previously circulated)

**Agreed:**

i) To carry out the Lighting Risk Assessments at the same time.

ii) To allocate responsibility as follows:

Allotments: Cllrs Coles and Bodley-Scott

Bus Shelter and Stock Steps: Cllrs Gelder and Ramsay

Cemetery: Cllrs Robbins and Tomlin

Footpaths: Cllrs Cash and Davies

Mill Lane Ford: Cllrs Gelder and Ramsay

Seats: Cllrs Bennett and Davies

Portway Pocket Park: Cllrs Cash and Davies

Lighting:

Area 1: Cllrs Gelder and Ramsay

Area 2: Cllr Robbins

Area 3: Cllr Ramsay and Bennett

Area 4: Cllr Bodley-Scott and Tomlin

Area 5: Cllr Davies and Cash

**Action:** All Councillors (send comments to the Clerk)

**18 Planning:****18.1 Applications:**

18.1.1 Ref: S/2011/0510/FUL

Proposal: Three garden tool stores (Retrospective)

Location: 17, 19 &amp; 21 Park End, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64595>**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to make No Objections.

18.1.2 Ref: S/2011/0589/FUL

Proposal: Variation of condition 2 of planning permission S/2010/0837/FUL to increase the size of one of the extensions and to make changes to doors and windows of both extensions

Location: Defence Infrastructure Organisation RAF Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=64617>**RESOLVED:** It was proposed by Cllr Robbins and seconded by Cllr Tomlin to make No Objections.

18.1.3 Ref: S/2011/0599/FUL

Proposal: Single storey front extension to dwelling

Location: Treetops, 7 Portway Crescent, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=64701>**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to make No Objections.**18.2 Notices of Decision: For Information**

18.2.1 Ref: S/2011/0309/FUL

Proposal: Two storey rear extension

Location: 8 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64194>

APPROVAL

18.2.2 Ref: S/2011/0457/FUL

Proposal: Two storey side extension

Location: 41 Wheelers Rise, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64490>

APPROVAL

18.2.3 Ref: S/2011/0392/LDE

Proposal: Lawful development certificate for an existing use of building for B1 - light industrial use

Location: DTC Limited Park End Works Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=64327>

APPROVAL

**Noted.****18.3 Northamptonshire Minerals and Waste Development Framework:**

18.3.1 Control and Management of Development DPD - Receipt of Inspector's Report: To Note the Inspector's recommendation that the DPD is sound and should be adopted, subject to minor changes put forward by NCC.

<http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/Cont/Manage.aspx>**Noted.**18.3.2 Draft revised Development and Implementation Principles Supplementary Planning Document (SPD): To consider representations. Deadline 28<sup>th</sup> July 2011<http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/NewsUpdate.aspx>

The document was in circulation.

**Agreed:** To defer consideration to the next Ordinary Meeting of the Parish Council to be held on 11<sup>th</sup> July 2011.

**19 Highway Matters:** (Action Plan Objective)**19.1 VAS Project: Update and Data Logging:**

Cllr Davies reported on the data collected from both VAS loggers for the period 21<sup>st</sup> April - 21<sup>st</sup> May 2011. A problem previously identified at the commissioning of the Park End VAS device had since been rectified.

75,000 vehicle movements had been logged entering Croughton from Park End, 10,000 more than from Blenheim, where the average speed was 32.4 mph, and one third of the vehicles were travelling at less than 28 mph or over 36 mph.

**Agreed:** That Cllr Davies is authorised to continue collecting the data but that the Council sets up a relief rota.

**19.2 Waiting Restrictions at High Street - South Northants Traffic Order Review: Update;**

Cllrs Bennett, Coles, Robbins and Tomlin had met with Officers of NCC on site on 26<sup>th</sup> May 2011 and confirmed the Parish Council's position that the waiting restrictions by the School and by 14 -16 High Street remain but that other documented waiting restrictions along the High Street were anomalous and should be removed.

The Council **Noted** possible solutions to parking frustrations at Park End which had been discussed on site.

**Agreed:** To consider issues with parking at Park End at a future Parish Council Meeting.

**19.3 Carriageway Repairs: Issues of Notification and Prioritisation:**

The work had taken longer than planned and completion had been delayed for 6-8 weeks. The quality of the work was good.

**19.4 Parish Enhancement Gangs: To endorse requests for work:**

The Council endorsed the request for signs to be cleaned and for vegetation adjacent to the resurfaced footpath from Blenheim to the Charlton Road to be cut back.

**Agreed:** To cancel the provisional request for maintenance to the bus shelter.

**20 High Speed 2:****20.1 To receive a report on the consultation roadshow held 27<sup>th</sup> and 28<sup>th</sup> May 2011 at Brackley:**

Cllr Bennett reported that:

- i) The preferred route had been moved further north and to the east of Mixbury.
- ii) The cost would be £33 billion.
- iii) Construction would last 20 years.
- iv) Many rivers would be crossed (elevated aqueduct section at Whitfield) and there would also be tunnels.
- v) Sound barriers would be constructed.
- vi) 1 train would pass every 3 minutes for 16 hours of the day (18 trains per hour).
- vii) HS2 was carbon neutral.
- viii) No detailed Environmental Impact Assessment had been available.
- ix) Compensation details were vague.
- x) A Heathrow loop from south of Bicester was planned.

**20.2 To consider a response to the DfT consultation (deadline 29<sup>th</sup> July 2011):**

**Agreed:**

- i) That the Parish Council responds to the 7 questions of the consultation.

ii) To bring a recommended response to the next Ordinary Parish Council Meeting to be held on 11<sup>th</sup> July 2011.

iii) To keep Mrs Andrea Leadsom MP informed of the Parish Council's response.

**Action:** Cllrs Bennett, Davies and Tomlin (draft response for approval)

**21 Croughton All Saints Primary School:**

21.1 To agree a date to meet with the School Council:

**Agreed:** To invite the School Council to meet Members of the Parish Council at 2.15 p.m. on Monday 27<sup>th</sup> June 2011 at Croughton Village Hall.

**Action:** Cllr Gelder (invitation)

21.2 Dedication and Celebration of enhanced outdoor provision: Friday 17<sup>th</sup> June 2011:

Attendees: Cllrs Gelder and Coles, the Clerk

**22 Little Brook Ward Meeting: 25<sup>th</sup> July 2011 at Croughton:**

22.1 To consider items for the Agenda:

**Agreed:** That Members forward suggestions for a Speaker, and Agenda items, to the Clerk.

**23 Correspondence:**

23.1 To Consider:

23.1.1 Viridor Credits: Invitation to nominate a representative to sit on the area decision-making Steering Group to consider applications to the Landfill Communities Fund:

**Agreed:** To defer to the next Ordinary Meeting of the Parish Council to be held 11<sup>th</sup> July 2011.

23.1.2 Northants ACRE: 2011 South Northamptonshire Rural Forum: 9.30 a.m. on Friday 17<sup>th</sup> June 2011: **None.**

23.2 To Note:

22.2.1 Community Safety Partnership Consultation Events: 11 a.m. - 3 p.m. on 23<sup>rd</sup> and 24<sup>th</sup> June 2011 outside Waitrose, Brackley: **Noted.**

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

i) SNC Lists of planning applications registered during periods 12.05.11 - 01.06.11

ii) SNH: Major Works Briefing Paper April 2011

iii) Carers Federation Ltd: independent Complaints Advocacy Service (iCAS)

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

**None.**

**25 To receive items for the next Parish Council Meeting - Monday 11<sup>th</sup> July 2011:**

**None.**

The Meeting ended at 10.00 p.m.

Signed: \_\_\_\_\_ Date: 11<sup>th</sup> July 2011  
Chairman