

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 14th July 2014 at 7.30 p.m. in Croughton Village Hall

Present

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

Absent: No-one.

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

None.

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

None.

5 To Approve the Minutes of the Parish Council Meeting held 9th June 2014:
(previously distributed)

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to Approve the Minutes of the Parish Council Meeting held 9th June 2014.

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

6.1 Clerk's Report: (previously distributed)

Minute No. 10.1: The Annual Return for YE 31st March 2014 was submitted to the External Auditor on 11th June 2014.

Minute No. 11.2: Allotments:

Plot 6A: The tenancy of Plot 6A has been taken up. The tenant requested in writing permission to erect a shed in accordance with the Agreement. This was granted.

Plot 6B: The tenancy of Plot 6B was declined due to a long term injury sustained by the prospective tenant whose name has now been placed on the Waiting List. There has been interest in Plot 6B following the notice in the newsletter.

3 people who are moving to Croughton would also like allotments. Their names will be placed on the Waiting List once they have taken up residency.

The Waiting List currently has 2 names on it- the injured resident and another resident who would like a plot on the north side of the site.

Maintenance: Mr R Freeman has been asked to cut down and remove the top growth of weeds on Plot 6B. Mr Freeman will also strim along the bottom of Plots 4, 6B and 12B and then spray with weedkiller - as part of the care regime for the wall.

2. Other:

i) Cllr Ron Sawbridge MBE: At the request of the Chairman, a letter of congratulations was sent to Cllr and Mrs Sawbridge on 16th June 2014.

ii) Missing black litter bin at Portway roundabout: The Cleaning Supervisor, SNC will visit the site with a view to arranging for a replacement.

iii) Community Enhancement Gang: Will be in Croughton at 8 a.m. on 5th August 2014. Would be pleased to meet up with a CPC representative before they start work on cleaning signage at Portway and work to the Mill Lane name plate.

Agreed: Cllr Tomlin to meet the Gang at 8 a.m. on 5th August at Mill Lane.

Treatment of the seats was not on the list but as it is an outstanding issue since 2012 a belated request has been made for the Gang to tackle these at the same time.

iii) ROW: Complaints about the high nettles and vegetation along AF11 (alongside the tennis court at the Village Hall (first reported to the ROW Officer in May 2014 and again this week) and also about the bridleway AF2 alongside the Base on Portway.

The ROW Officer has advised that the second cut of the Mowing Programme will take place in the next couple of weeks.

AF11 is included in that programme. The ROW Team has an arrangement with landowners to cut certain paths, including AF2.

Agreed:

i) The first cut had not been done.

ii) To make enquiries about the Parish Council taking over the mowing programme for AF11 and AF5 (behind the School).

Action: the Clerk

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £593.25 (07.07.14) Business Direct Access: £20,522.39 (07.07.14)

7.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Q021 JQ	£218.18	£36.36	To Ratify
102522	A H Contracts	Inv. 7425 dog waste bin emptying	£24.00	£4.00	
102523	Texprep	Inv. 20779 newsletter	£66.30		
102524	M Dempsey	Inv. 1050 Grasscutting	£855.00		
102525	E.ON	Inv. 048068 Lighting Maintenance	£246.73	£41.12	
102526	E.ON	Electricity Bill 01Apr14 - 30Jun14	£413.47	£68.91	
102527	Northants CALC	Inv. 4586 Briefing for New Chairmen	£34.00		
102528	B Tomlin	Mileage Planning site visits 05Jun14	£77.85		173miles
102529	R Freeman	Cutting Plot 6B	£10.00		tbc
102530	A Le Druillenec	Salary Month 4	£313.19		
102531	HMRC	Tax Month 4	£78.40		

Note: The invoice from R Freeman was awaited.

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Coles to Ratify and Approve the Payments.

7.3 To note Receipts:

Date	Payer	Description	Amount
June 2014	Tenants	Allotment Rent	£21.60
30.06.14	S Pomeroyd Body Sculpture	Advert July 2014	£8.00
30.06.14	C Beckett Child Care	Advert July 2014	£10.00

Noted.

7.4 Internal Controls:

7.4.1 To Note the Report for Q1: (previously distributed)

The checks had been carried out on 10th July 2014. There were no issues arising.The Report was **Noted**.

7.4.2 Review of Financial Processes: (previously distributed) To consider recommendations:

Two recommendations were proposed to accord with Financial Regulation 2.2.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to accept the re-wording of Work Elements, 'Bank Reconciliation' and 'Bank Statements', as recommended in the review and to adopt the financial processes as amended.

7.5 Budget Monitoring Report for Q1: (previously distributed) To Note:

Amendments:

i) Insurance Payment: £471.63 (£496.45)

ii) Total Payments for Q1: £6,910.63 (£6,935.45)

Noted.**8 Planning:**

8.1 Applications:

8.1.1 No. S/2014/0942MAF

Proposal: Variation of conditions 2 (approved plans) & 5 (materials) on S/2012/0889/MAF (Replacement two storey dental and medical clinic) to change brick material from Wienerberger-Woodstock Buff to Ibstock-Thames Yellow Stock and change the plant room roof material and form from a flat roof to match the main roof and to change the front entrance door from circular to rectangular

Location: RAF Croughton Brackley (422 CES / CEPM)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Robbins to offer No Comments.

8.2 Notices of Decision:

8.2.1 No. S/2013/0541/FUL

APPROVAL

Proposal: Conversion of existing redundant stables to single dwelling

Location: The Stables, Church Lane, Croughton

8.2.2 No. S/2013/0542/LBC

CONSENT GIVEN

Proposal: Conversion of existing redundant stables to single dwelling

Location: The Stables, Church Lane, Croughton

8.2.3 No. S/2014/0570/FUL

APPROVAL

Proposal: Conversion of garage with new first floor over, two storey extension to rear, two storey extension to side, single storey link to new garage

Location: 2 Portway, Croughton

8.3 Community Infrastructure Levy Consultation: To comment on the SNC draft Charging

Schedule: (previously distributed)

Agreed: To make No Comments.

9 Training:

9.1 To consider training needs: **None.**

9.2 To receive a Report on Chairman's Briefing held 30th June 2014:
Cllr Forbes reported that the Briefing had provided a good steer. Northants CALC had subsequently issued the presentation notes and this contained good guidance.

10 Action Plan 2014/2015:

10.1 Councillor reports: **None.**

10.2 Councillor Actions:

10.2.1 Provision of Defibrillator: Update: Cllr Gelder reported that:

- i) Delivery of the equipment had been made
- ii) The wording on the AED cabinet was being inscribed and the cabinet would be delivered in August
- iii) The exact siting on the Reading Room was to be confirmed
- iv) A quotation for the electrical installation was needed
- v) Arrythmia Alliance would provide a light and separate sign
- vi) A Launch was to be arranged

vii) Communications: Public fears re. usage of the equipment needed to be assuaged.

Agreed: To do so via the Newsletter (brief article) and website (link to Arrythmia Alliance)

Action: Cllrs Gelder and Bodley-Scott

10.2.2 Health and Safety Risk Assessments: To receive inspection reports and consider recommendations:

The following Reports had been received:

1. Public Areas:

- i) Allotments: Recommendations in respect of water hazards and risk of drowning. Wood pile by Allotment 12c/d was considered at risk of rolling over the edge of the wall.
Action: Cllrs Bodley-Scott and Coles to alert the tenant.
- ii) Bus shelter: Recommendation in respect of maintenance (non urgent)
- iii) Mill Lane Ford: Recommendation in respect of 4" drop in road levels
- iv) Footpaths: Several hazards identified and reported to Street Doctor
- v) Seats: 6 seats have been referred to the Community Enhancement Gang for treatment
- vi) Portway Pocket Park: No action required.

Outstanding Report: Cemetery.

2. Lighting:

Area 1: No action required

Area 2: Re- Numbering recommended for Lamp Nos. 7, 9, 10 and 13.

Clearance of vegetation recommended for Lamp Nos. 7 and 11.

Lighting schedule for Lamps Nos. 26 and 27 to be checked.

Area 3: Cleaning recommended for Lamps 15 and 18.

Lamp columns 19 and 20 need monitoring for lean.

Area 5: Lamp No. 34 has a loose door. Lamp No.42 obscured by vegetation.

Outstanding Report: Area 4.

10.3 Community Engagement:**10.3.1 Affordable Housing:**

10.3.1.1 Report: Cllr Tomlin reported:

- i) Shared Ownership: Unsure if both had been taken.
- ii) Landscaping was good. The site was tidy.
- iii) Street light not yet installed.
- iv) Reinstatement of verges: Northants RHA was dealing with this, thanks to the efforts of a resident.
- v) Drainage: Northants Highways had attended the leakage on 14th July 2014.

10.3.1.2 Rural Housing Policy Review Questionnaire: (previously distributed)

Agreed: To submit a response.

Action: Cllr Gelder

10.3.2 Community Engagement: To consider the implementation of identified actions:

i) Jubilee Committee: Feedback was encouraging. Involvement had been motivating. The Parish Council's role was perceived as that of Facilitator or Enabler. The key point was the psychological and practical value of the seed money (£500) granted by the Parish Council.

10.4 Policies, Plans and Procedures:

10.4.1 Emergency Response Plan: To review and amend:

Agreed:

i) To hold a Forum later in 2014.

ii) To include details of new residents offering their assistance in the final draft.

10.4.2 Action Plan 2014/2015: (previously distributed) To review and update:

Agreed:

i) To amend the date of the Open Forum for the Emergency Response Plan from July 2014 to October 2014. (page 2)

ii) To correct the Community Liaison vacant positions to read Church (not School) and Youth.

Action: the Clerk

11 **Little Brook Ward Meeting: 21st July 2014:**

11.1 To Note final arrangements:

Cllr Sawbridge had arranged for Lisa Michelson, Locality Manager, Infrastructure Development, Oxfordshire County Council to speak on the OCC Local Transport Plan particularly in relation to the impact of large scale developments in Banbury and Bicester on the Ward villages and other villages in South Northamptonshire. Representatives of Charlton and King's Sutton Parish Councils had been invited. It had not been possible to engage a Speaker from Silverstone Technical College but would be considered an option at a future Ward Meeting.

12 **Correspondence:**

12.1 SNC: Request for a link to SNC's tourism and business support website pages to be added to Croughton's website:

Agreed.

Action: Cllr Davies.

12.2 **For Information:** Northants CALC: Subscription fee proposal from April 2015: Deferred for consideration to the next Ordinary Meeting of the Parish Council to be held 11th August 2014. Members were each provided with an NCALC publication entitled 'Member Services and Benefits'.

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

None.

14 **To receive items for the next Parish Council Meeting: - Monday 11th August 2014:**

None.

The Meeting ended at 8.20 p.m.

Signed: _____ Date: 11th August 2014

Chairman

Chairman's Initials _____