

Croughton Parish Council



Minutes of Croughton Annual Parish Council Meeting Held on Monday 14th May 2012 at 7.30 p.m. in Croughton Village Hall

Present

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

Absent

Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillenec (Clerk)

Address from Cllr Gelder: Cllr Gelder paid tribute to everyone for their support over the previous year. It had been a productive year, the fruits of good teamwork and collaboration. Cllr Gelder thanked Cllr Tomlin for his support in his role as Vice Chairman, and the Clerk for hers, during the three years of her Chairmanship. Cllr Gelder expressed regret that she was no longer available to stand for election as Chairman, emphasising how very much she had enjoyed the Office and had taken great pride in what the Council had accomplished, including Quality Status in 2011, and the professional image it had acquired. Cllr Gelder believed that a change would be beneficial to the health of the Council.

Vote of Thanks: Councillors unanimously endorsed a Vote of Thanks (proposed by Cllr Robbins) to Cllr Gelder for her achievements on behalf of Croughton Parish Council.

1 To elect the Chairman:

One nomination: Cllr Brian Tomlin.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash to elect Cllr Tomlin Chairman.

Cllr Tomlin thanked Cllr Gelder for her work, and her attention to detail. Cllr Tomlin was honoured to accept the privilege of serving as Chairman of Croughton Parish Council.

2 To receive the Chairman's Declaration of Acceptance of Office:

Cllr Tomlin delivered the Chairman's Declaration of Acceptance of Office.

3 No item 3

4 To elect the Vice Chairman:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Cash to elect Cllr Gelder Vice Chairman.



Chairman's Initials_____

5 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Reason: Unwell.

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

6 To invite Declarations of Interest:

Cllr Gelder declared an interest in Item 11.1 Application No. S/2012/0429/FUL
Reason: Immediate Neighbour

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

Mrs S Robbins, present on behalf of the residents of Plomers Furze and the Rowler Estate:
Item 11.3: Proposed wind turbines at Gateridge Farm:

The Chairman invited Mrs Robbins to speak.

Mrs Robbins stated that the residents wished to be consulted on Arcus' proposals, that Arcus should be asked to take residential dwelling viewpoints into account, and that up to date maps should be used. Mrs Robbins advised that, although not a legal document, the residents were taking professional advice on the process outlined in the letter from Arcus. Mrs Robbins was unsure of whether the Rowler Estate had contacted the CPRE about the proposed wind farm.

Proposal to alter the order to items on the Agenda: It was proposed by the Chairman to take item 11.3 at this stage of the Meeting. **Agreed.**

Agenda item 11.3 Consultation:

Proposed Wind Turbines at Gateridge Farm, Croughton - Scope of Works: To comment on the proposed Supporting Statement and Assessment Methods.

Cllr Tomlin advised the Meeting that he had been reliably informed that RAF Croughton had objections to the proximity of a proposed Windfarm (within 3 miles of the Tower). Data estimated an unacceptable level of emissions of 1.2 gigawatts from the proposed wind turbines. The Ministry of Defence had not objected to the meteorological mast because of the lack of emissions.

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Gelder to comment that the document was incomplete due to the following shortcomings:

- i) The maps were not up to date
- ii) Residents had not been consulted
- iii) Aviation safety had not been mentioned.

8 To approve the Minutes of the Meeting held 16th April 2012: (previously circulated)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash to approve the Minutes of the Meeting held 16th April 2012.

9 Matters Arising from item 8 not on the Agenda: For Information:

9.1 Clerk's Report: (verbal report)

Minute No. 5.1: Little Brook Ward Meeting: Monday 16th July at Aynho. Theme: Roads and Development in the area. The Parish Council is invited to submit items for the Agenda.

Minute 8.2: The Clerk will attend a Data Protection and FOI Workshop on 16th May. Approval of Publication Scheme deferred to June 2012 Meeting.

Minute No. 15.1: Community Enhancement Gangs: MGWSP is compiling a programme of works.

Minute No. 15.3: Keep Safe Awareness Information: circulated

Other:

1. Ardley efw: Concrete pour dates: 16th and 22nd May 2012

2. Data Collection from VAS devices carried out 11th May 2012: One month's data (April 2012) had been downloaded. Cllr Ramsay offered to assist with data conversion and analysis.

Agreed: To collect a second set of data in one month's time.

Action: the Clerk

10 Finance Matters:

10.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £10,803.75 (08.05.12) Standard Life: £13,048.83 (08.05.12)

10.2 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat	
102311	A H Contracts	Inv. 6122 dog waste bin emptying	£24.00	£4.00	
102312	Texprep	Inv. 19424 newsletter	£66.80		
102313	M Dempsey	Inv. 924 Grasscutting	£705.00		
102314	E.ON	Inv. 027749 Maintenance	£246.73	£41.12	
102315	Croughton Reading Room	Inv. 057 Room hire Joint Open Forum 06Mar12: £24.00 APA 30Apr12: £24.00	£48.00		
102316	A Le Druillenec	Salary Month 2	£315.75		
102317	HMRC	Tax Month 2	£72.00		
102318	E.ON	Electricity Q3&Q4 11/12; Q1 12/13	£1,256.64	£209.43	note ¹

Note 1: Failure of E.ON to issued invoices for the last 2 quarters of 2011/2012 had been identified when producing the Accounting Statement for YE 31st March 2012 Annual Return.
Agreed: To make payment in the sum of £698.14 for Electricity Q3&Q4 11/12 from General Reserves.

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

10.2.1 To Approve Land Registry search costing between £5.00 and £21.00 in respect of ownership of small parcel of land to the west of Portway Pocket Park:

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Robbins to approve a search of the index map.

Action: the Clerk

10.3 To note Receipts:

Date	Payer	Description	Amount
Apr/May 2012	Tenants	Allotment Rent	£191.95
19.04.12	HMRC	Vat refund period 18Sep11-07Mar12	£497.04
20.04.12	SNC	Precept first half year instalment	£8,330.50

10.3 Bank Mandate: To consider any amendments:

Agreed: to make no changes to the authorised bank signatories but to notify the bank of changes of Chairman and Vice Chairman.

Action: the Clerk

10.4 Internal Controls:

10.4.1 To Note the Report of the Internal Control Councillor for Quarter 4: (previously circulated)

Noted. Cllr Bennett was thanked for her year's work.

10.4.2 To consider action in respect of storage:

Agreed: To investigate the situation.

Action: Cllr Robbins and the Clerk.

11 Planning:**11.1 Applications:**

11.1.1 Ref: S/2012/0429/FUL

Proposal: Single storey extension to rear

Location: 57a High Street, Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=66781>*Cllr Gelder having declared an interest, withdrew from the Meeting and took no part in the discussion or vote.***RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Ramsay to make No Objections.**Agreed:** to request that:

- i) All building materials used for the proposed single storey extension match the existing ones
- ii) The extension does not overlook adjacent neighbouring properties.

Action: the Clerk*Cllr Gelder re-entered the Meeting.*

11.1.2 Ref: 12/00013/WAS Revised Site Plan

Proposal: Creation of 3 no. course fishing lakes for recreational purposes including access track, car and coach parking, facilities building and ancillary importation and infill of inert material

Location: former Astwick Quarry, Croughton NN13 5LL

www.northamptonshire.gov.uk**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Gelder to make No Objections.**Agreed:** To draw attention to the lack of a ventilated lobby between the kitchen area and the toilets shown on the plan of the proposed facilities building.**Action:** the Clerk**11.2 Notice of Decision:****None.****11.3 Consultation:**

Proposed Wind Turbines at Gateridge Farm, Croughton - Scope of Works: To comment on the proposed Supporting Statement and Assessment Methods:

Note: The Parish Council considered this item at Minute no. 7.**11.4 Neighbourhood Planning:** To instigate a review of this topic:**Agreed:**

i) That the Parish Council had limited ability in this sphere but that the topic should be fully examined

ii) To request that a Speaker on Neighbourhood Planning is invited to the Ward Meeting hosted by Aynho Parish Council on 16th July 2012iii) To invite Mr Andy d'Arcy, Lead Officer, Planning Policy & Heritage, SNC as Guest Speaker to the next Ordinary Meeting of the Parish Council to be held 11th June 2012.**Action:** the Clerk**12 Insurance Renewal:****12.1** To review the adequacy of the sums insured for the allotment wall:

The sum insured had historically been considered adequate for a nominal strike. The Council considered the need for the entire length of the wall to be insured.

Agreed: To seek direction from the Parish Council's Insurance provider.**Action:** the Clerk

- 12.2 To approve the Insurance Renewal effective as from 1st June 2012 and total Premium cover in the sum of £427.36 + additional premium for increased sums insured in respect of the Allotment Wall:

From figures supplied by the Insurance Provider it was calculated that the increased premium for sum insured of £50,000 would be £17.49.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to approve the increased premium in the sum of £17.49 in order to increase the sum insured for the Allotment Wall of £50,000.

Action: the Clerk

13 Purchase of Office Equipment:

- 13.1 To consider the purchase of a monitor in the max. sum of £100:

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Ramsay to Approve the purchase of a monitor in the max. sum of £100.

Action: the Clerk

14 To consider Training needs:

Agreed: That a bespoke training session in the Localism Act 2011 would be beneficial.

15 To appoint a Tree Warden:

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Cash to appoint Cllr Bodley-Scott as Tree Warden.

16 To appoint a Parish Paths Warden:

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

17 To appoint a Parish Highway Warden:

Agreed:

- i) To defer the appointment until MGWSP had finalised the details of the scheme.
- ii) That in the interim Cllr Tomlin continues to liaise with the Highway Authority as 'interested' Councillor for Highway issues.

18 Asset Register:

- 18.1 To approve disposal of the Brother 2030 laser printer and its replacement with the HP Laserjet printer 1200 at a value in the sum of £250:

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to dispose to the Brother 2030 printer and record as above the replacement printer.

- 18.2 To approve the Asset Register at YE 31st March 2012: (previously circulated)
Total value of Assets: £918,810.00.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash to Approve the Asset Register at YE 31st March 2012.

- 18.3 To approve the Asset Register to date:
Total value of Assets: £918,311.00

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Ramsay to Approve the Asset Register to date.

19 Statutory Matters:**19.1 Annual Return for YE 31st March 2012:**(Accounting Statement; Bank Reconciliation at 31st March 2012; Explanation of Variances previously circulated)**19.1.1 To Approve Section 1:****RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve Section 1.**19.1.2 To Approve Section 2:**

(Annual Governance Statement; Supporting statement previously circulated)

The Parish Council considered each statement in turn.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to:

i) Record YES against Statements 1-8 and Not Applicable at Statement 9

ii) To Approve Section 2.

19.2 To Note the appointment of BDO LLP as External Auditor for Northamptonshire Councils up to and including the Audit for YE 31st March 2017: **Noted.****20 Action Plan 2012/2013:****20.1 To consider objectives for inclusion in the Action Plan for 2012/2013:**The Parish Council considered a paper, previously circulated, compiled since the previous Meeting and arising from Minute No. 8.4.2 of the CPC Meeting held 16th April 2012.

Main points:

i) Objectives:

Additions: Lifesaving Facility; Parking

Deletion: Charitable Giving

ii) Policies:

Addition: Charitable Giving Policy

Replacement: replace 'Allotment Allocation' and 'Allotment Tenancy Agreements' with 'Allotment Gardens Policy and Rents'

iii) Re-ordering of Headings alphabetically

iv) Dates to correspond with 2012-2013 year

v) Risk Assessment Health and Safety to include Lighting Stock Review

vi) Revisions to current Objectives:

Objective	Key Issue	Action Points
GENERAL		
Affordable Housing	creation of footpath	
Allotment Gardens create comprehensive objective to include	a. Operation of b. Water Pipe c. Wall	a. Review of Parking b. undertake repairs c. as for 2011/2012
Cemetery	Maintain	
Highways		Training in VAS data collection
Portway Pocket Park	Safety and security in immediate vicinity	Establish ownership of land south of car park
Community Engagement Strategy	Implement items des. 12/13	
Emergency Plan		Update plan
Action Plan	Review progress Plan next year's Plan	Quarterly reviews
FUTURE DEVELOPMENT		
Community Development	a. New Planning Legislation b. Infrastructure Enhancements	a.1 Review impact of New Planning Framework a.2 Determine approach b. Consult with Residents

Agreed: To set out the document to incorporate changes

Action: Cllr Bennett

21 Annual Parish Assembly 2012:

21.1 To review the process and consider matters arising from the Annual Parish Assembly:
Matters Arising:

1. Purchase of Speed Gun: Police back up was needed.

Agreed:

i) That countdown signs would be more effective and to request installation at Portway.

Action: Cllr Tomlin (contact Highway Authority)

ii) To supply the resident concerned with the yellow posters.

Matters Arising and followed up since the APM:

Potholes in Wheelers Rise: Cllr Sawbridge, NCC had asked the Highway Authority to inspect and improve.

Blocked gully at Portway bridge: Cllr Tomlin logged Street Doctor report.

Gravel road washed on to B4031: Cllr Tomlin logged Street Doctor report.

Noted.

22 Highway Matters: (Action Plan Objective)

22.1 Creation of footpath along Brackley Road: To consider feedback from the consultation with residents: (Responses from residents previously circulated)

17 residents had been consulted. 8 replies had been received.

The majority of these were in favour of the creation of a footpath along Brackley Road, mainly to improve pedestrian safety.

The responses also included the suggestion that a footpath might be created on the opposite side of the road, rather than on the side of the odd numbered houses, property nos. 1-25.

Comments were also received both in respect of property boundaries on the west side of the carriageway and the accuracy of the description 'publicly maintained highway'.

Agreed:

i) To ask the Highway Authority to take the matter forward

ii) To inform residents of the response in favour of the creation of the footpath.

Action: the Clerk

22.1 Street Doctor Updates:

Wheelers Rise had been patched.

23 Correspondence:

23.1 To consider items of Correspondence:

23.1.1 South Northants Area Support Team: Neighbourhood Watch: Request for an annual donation in the sum of £10.00:

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

23.1.2 Northants CALC: The Localism Act 2011 and the Standards Regime: The new model Code was not yet available. **Noted.**

23.1.3 NCC Transport & Highways Newsletter April 2012: (previously circulated) No Comment.

23.2 Correspondence received since Agenda issued:

23.2.1 Invitation to School Olympics, 29th May 2012:

Cllrs Tomlin, Coles and Gelder wished to accept the invitation.

Action: the Clerk (reply to School Bursar)

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

24.1 The Old Chapel, 23 High Street: Work to frontage.

24.2 Trees growing at Allotments near the wall:

Agreed: To investigate.

Action: Cllrs Tomlin, Bodley-Scott and Coles

25 To receive items for the next Parish Council Meeting - Monday 11th June 2012:

1. Community Engagement Strategy: Feedback from consultation.

The Meeting ended at 9.10 p.m.

Signed: _____ Date: 11th June 2012
Chairman