

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 13th December 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 Susan Relf
Councillor Rob Robbins
Councillor Brian Tomlin

Absent

Councillor Caroline Murdoch

In attendance - Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Murdoch: Ill

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

2 To invite Declarations of Interest:

Name	Interest	Agenda Item	Reason
Cllr Robbins	Personal	7.1b)	Trustee of the Reading Room
Cllr Tomlin	Personal	7.1b)	Trustee of the Reading Room

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

None.

4 To approve the Minutes of the Meeting held 8th November 2010: (previously circulated)

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Tomlin to approve the Minutes of the Meeting held 8th November 2010.

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

5.1 Clerk's Report: (previously circulated)

Minute 5.1: Affordable Housing, Brackley Road: Update from Alice Izzett, Strategic Housing Officer, SNC. Despite continuing uncertainty over funding (slippage money only, none available for a pavement), Northants Rural Housing Association is hoping to submit a bid to the Homes & Communities Agency.

The Government intends to introduce a new tenure of 'Affordable Rent' (80% of market rent) and funds from the HCA are expected to be awarded on this basis only.

Minute 5.1: SNH Estate Walkabout: The Officer was unable to confirm ownership of the seat but is following up her Street Doctor enquiry re. the crumbling steps.

Note: Cllr Robbins asserted that the seat was the property of the Parish Council. Please note the date of the 2011 Estate Walkabout: 2.30 p.m. on Wednesday 13th April 2011.

Minute 8.3: Energy from Waste facility: The Secretary of State, Eric Pickles MP has received requests to call in the OCC decision.

Minute 11: Allotment Request from Puddleducks: Cllrs Davies and Coles met with the staff of Puddleducks Nursery and identified a relatively secure and small area of land on the Allotments Pocket Park amenable to the Nursery.

Agreed: To seek the consent of the Croughton Playing Field and Village Hall Management Committee

Action: Cllr Coles (raise matter at next meeting of the CPF&VH Committee)

Minute 12.1: SNH Estate Fence at garage area 15-23 Wheelers Rise: SNH has agreed to carry out repairs, as part of their Major Works Programme. External works contractors will be in the area during 2011/2012 to carry out fencing works to SNH properties.

Agreed: To ask SNH to replace the fence as it was originally erected.

Action: the Clerk (inform SNH; Agenda item)

Minute 13.2: Salt Bin at Portway: No information on when the bin will be installed.

Other: i) Website: Cllr Davies had created a separate Parish Council documents page and uploaded various files. The Chairman thanked Cllr Davies.

6 Finance Matters

6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £5,946.73 (06.12.10) Standard Life: £15,367.02 (06.12.10)

6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill Q00601	£201.68	£30.03	To ratify
102166	A H Contracts	Inv 5109 dog waste bin emptying	£23.50	£3.50	
102167	Texprep	Inv 18436 newsletter	£66.80		
102168	M Dempsey	Inv 827 grasscutting	£155.00		
102169	SLCC	Membership renewal	£51.00		
102171	A Le Druillenec	Salary Month 9	£310.35		
102170	HMRC	Tax Month 9	£77.40		
102172	A Le Druillenec	Reimbursement: laser toner cartridge Inkjet cartridge	£72.26	£10.75	

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to ratify the Direct Debit payment to BT plc and to approve the payments.

6.2 To consider encapsulation and mounting of one Parish Centred Map at a cost of £27.50 + vat:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Perkins to approve the encapsulation and mounting of one Parish Centred Map at a cost of £27.50 + vat.

Action: the Clerk

6.3 To note Receipts:

Date	Payer	Description	Amount
17.11.10	B Price	Smartwater	£10.00
22.11.10	R Thompson	Allotment Rent	£15.00

It was **Noted** that £3.00 Allotment rent was outstanding.

6.4 To consider Training needs:

The Clerk expressed an interest in attending the following courses:

Training	Date	Venue	Cost
Archiving	18 th December 2010	Litchborough	£29.00
Audit	20 th January 2011	tbc	£29.00
Freedom of Information	23 rd March 2011	tbc	£29.00

Agreed: That the Clerk attends these training courses.

7 Planning:

7.1 Applications:

a) Ref: S/2010/1418/FUL

Proposal: Proposed Garage Extension to form Studio and Hobby Space

Location: 12 High Street, Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=63601>

RESOLVED: It was proposed by Cllr Perkins and seconded by Cllr Relf to respond with the same comments as for Application S/2010/1034/FUL (to make no objections but to bring the following observation to the attention of the Planning Authority: the plan is constructed around the garage extension but is a change of use).

b) Licensing application at the Reading Room for the supply of intoxicating liquor between the hours of 11.00 and 24.00. For events including dancing and the playing of music:

Cllrs Robbins and Tomlin had expressed a personal interest in this item.

The Clerk advised that SNC, Licensing Authority had not yet received the application. Once received a 28 day consultation period would ensue.

7.2 Notices of Decision:

None.

8 Statutory Matters

8.1 To consider a Budget for YE 31st March 2012: (draft Receipts & Payments budget previously circulated)

Payments:

The Clerk distributed a revised draft Payments budget totalling £23,647.00 for consideration. It was **Noted** that the Allotment Water Rate draft budget had increased two fold to £300.00. The Clerk explained that this corresponded to the estimated year end figure.

Action: the Clerk (re-visit)

Agreed:

i) To remove £5,000 Additional Street Lighting draft budget.

ii) To consider a Payments Budget in the sum of £18,647.00 for 2011/2012.

Action: the Clerk (final budget)

Receipts:

Agreed: To accept a Receipts budget in the sum of £2,516.00 for 2011/2012.

8.2 To consider a Precept for YE 31st March 2012:

Agreed:

i) To take the Retail Price Index of 4.6% into account when setting the Precept.

ii) To recommend a Precept in the sum of £16,213.00, calculated as follows:
£15,500.00 (Precept for 2010/2011) x 4.6% (RPI).

Action: the Clerk (Agenda item)

8.3 Financial Risk Assessment: (Action Plan Objective)

8.3.1 To review the Financial Risk Assessment for 2010/2011: (previously circulated)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Robbins to approve the Financial Risk Assessment 2010/2011.

8.4 Lighting Risk Assessment : (Action Plan Objective)

8.4.1 To approve re-numbering of Lamp Nos. 5, 35 and 36 at a cost of £7.50 per number (£22.50):

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to approve the re numbering of Lamp Nos. 5, 35 and 36 at a cost of £7.50 per number.

Action: the Clerk (place order)

8.4.2 To agree door repairs:

Arising from the inspection of nine lamp column doors (Minute No. 9.1 8th November 2010 refers) repairs to seven were recommended.

Agreed:

i) To fit straps to secure the doors to lamp columns nos. 25, 30, 31, 33, 34, 38 and 39.

ii) To authorise Cllr Robbins to undertake the work.

iii) To reimburse Cllr Robbins for the cost of materials.

Action: Cllr Robbins

8.4.3 Lamp Cleaning Schedule: Annually in November.

The lamps had not been cleaned.

Agreed: To ask E.ON to clean the lamps.

Action: the Clerk

8.4.4 Hedge Interference: Lamp No. 7 at 4a High Street: The property owner will investigate and take appropriate action.

8.5 Publication Scheme: (Action Plan Objective)

8.5.1 To approve revisions to the Publication Scheme and the inclusion of the Training Statement of Intent at Class 5iv): (previously circulated)

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Tomlin to approve the revisions to the Publication Scheme and to approve the inclusion of the Training Statement of Intent.

Action: the Clerk (update Scheme; upload TSI to the webpage 'Parish Council Documents')

9 Quality Status: (Action Plan Objective)

9.1 To note comments in respect of the Portfolio of Evidence and application process from the Training & Development Officer, Northants CALC:

The Clerk and Chairman had met with Mrs Kate Houlihan, Training & Development Officer, Northants CALC on 1st December 2010. Mrs Houlihan had examined the contents of the Portfolio of Evidence and seemed satisfied that the criteria for Tests 1-7 and 9 - 10 had been met. It was arranged to email a draft of Test 8 to Mrs Houlihan for her comments. The final Quality Panel meeting relevant to this Parish Council will take place on Monday 10th January 2011. The Chairman and the Clerk would be required to attend and answer any questions about the evidence.

9.2 To approve evidence in respect of Test 8: (draft distributed at the Meeting)

The Council accepted the evidence in respect of Test 8 (Promoting Local Democracy and Citizenship)

9.3 To approve the application fee in the sum of £58.75 payable to NALC:

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Tomlin to approve the application fee in the sum of £50.00 + vat.

Action: the Clerk (submit application and Portfolio of Evidence in time for the Panel Meeting on 10th January 2011); Chairman and Clerk (attend Panel Meeting)

- 10 Corporate Complaints Policy:** (Action Plan Objective)
- 10.1 To consider adoption of the draft Corporate Complaints Policy: (previously circulated)
- RESOLVED:** It was proposed by Cllr Perkins and seconded by Cllr Ramsay to approve the Corporate Complaints Policy.
- Action:** the Clerk (prepare document for signing); the Chairman (sign final version)
- 11 Highway Matters:** (Action Plan Objective)
- 11.1 Acquisition of 2 Vehicle Activated Signs: Update:
- The invoice from NCC in respect of the Parish Council's half share of the cost was awaited.
- Agreed:** that urgent efforts be made for the invoice to be issued
- Action:** the Clerk (write to NCC and to Cllr Sawbridge)
- Cllr Gelder reported that the application to the NCC Empowering Councillors and Communities Fund for a grant of £2,250 was being processed.
- 11.2 Resurfacing Schedule: B4031 and Wheelers Rise: Update:
- Cllr Tomlin reported that the High Street is scheduled for resurfacing in the next financial year but that, contrary to previous information, Wheelers Rise is excluded from the Schedule. Mr Leo Plant, Area 4 Manager, MGWSP has been asked to confirm the situation.
- 12 SmartWater Signs:** To accept the offer of 3 SmartWater signs from Northants Police Community Safety Partnership and to agree on which lamp columns to attach the signs:
- Agreed:** To accept the offer of 3 Smartwater signs and to suggest the following locations:
- i) Park End (mini roundabout)
 - ii) Brackley Road (with Neighbourhood Watch sign)
 - iii) Blenheim
- Action:** the Clerk (inform PC Shillito)
- 13 Community Engagement:**
- 13.1 To consider the proposal for a Village Event put forward by Mr Jamie Bodley-Scott at 7.00 p.m. on 13th December 2010 at the Public Forum:
- RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Ramsay to support in principle a Village Event in June 2012 in celebration of the Queen's Diamond Jubilee. The Parish Council was recommending a budget of £500.
- Members were willing to serve on the Steering Committee and to help the organising Committee to contact local groups. Cllr Ramsay volunteered to assist Mr Bodley-Scott at either the planning or delivery stage.
- 13.2 Croughton All Saints CE Primary School:
- 13.2.1 Meeting with the School Council held 29th November 2010: To receive a Report: (For Information)
- Cllrs Gelder, Coles and Murdoch, and the Clerk had met with the Head Teacher and members of the School Council. The session had been well organised and impressive. The School Council had talked about citizenship, anti-bullying and Comenius programmes. There were parallel threads linking both Councils.
- Cllr Gelder had written letters of thanks to Mrs Veneeta Rayner, Head Teacher and to Miss Freya Trewin, Chairman, School Council.
- 13.2.2 To consider inviting the School Council to meet with Members of the Parish Council:
- Agreed:** To invite the School Council to meet with members of the Parish Council in January or February 2011 (late afternoon or early evening)
- Action:** Cllr Gelder
- 13.3 To receive Reports on the following: (For Information)
- 13.3.1 Northamptonshire Police: Have your Say Event: 17th November 2010:

Cllrs Tomlin and Coles had attended the event. Cllr Perkins had sent her apologies. Approximately 100 people were present, grouped around 8 tables to facilitate discussion groups about police priorities. The format was considered more useful than the previous model of holding small Community Panels in villages.

13.3.2 OCC Closer to Communities Strategy: Event 18th November 2010:

Cllrs Gelder and Murdoch had attended this event at Banbury Town Hall. Banbury does not yet have a Masterplan. Security and parking for visitors to the town's facilities in the evening were considered to be inadequate. The quality of amenity on offer was perceived to be lacking.

13.3.3 Using Community Engagement Skills in the new Policy World: Workshop: 8th December 2010: (Notes distributed at the Meeting)

Cllr Davies attended the workshop which had been attended mainly by County Councillors and in anticipation of the Localism Bill. The emphasis was on the local voice and cutting red tape.

13.3.4 The Big Society Debate: 1st December 2010:

Cllr Tomlin had attended a poorly supported event to hear a Government Speaker from the Office for Civil Society talk about current thinking and developments, such as the Bank (April 2011), Citizen Service for 16 year olds, and grants, to enable easier sector working.

14 SNC Forum with Parish Councillors held 7th December 2010:

14.1 To receive a Report (For Information):

Cllrs Gelder and Tomlin attended the informal meeting of the Chief Executive and Directors, SNC and representatives of Parish Councils from the District. Topics discussed were the Localism Bill - decentralisation of power, devolving affordable housing and planning; joint working arrangements between Cherwell District Council and South Northamptonshire Council; efficiency savings; Elections; the need for a new Local Development Framework and cancelling out of the Interim Rural Housing Policy; the cost of the new SNC Offices.

15 Correspondence:

15.1 To consider items of Correspondence:

15.1.1 SNAG: HS2 Village Consultation: Date to be confirmed.

15.1.2 Victim Support: Appeal for Funds: **Noted.**

15.2 To note:

15.2.1 Northamptonshire Police: Re-structured Safer Community Teams: (information from Inspector Alex Terry previously circulated)

The new Brackley Town and Rural Safer Community Team will be aligned to local ward boundaries rather than police codes. **Noted.**

15.2.2 Project Reduce: The joint arrangement between NCC and Milton Keynes Council has come to an end due to the removal of £138 million of government funding. **Noted.**

15.2.3 Little Brook Ward Meeting: 11th January 2011: An indication of attendance had been requested.

Cllrs Coles, Gelder, Perkins, Ramsay, Relf, Robbins, and Tomlin, and the Clerk hoped to attend.

Action: the Clerk (inform the Clerk to Aynho Parish Council.

15.2.4 Local Elections 5th May 2011: SNC was considering the introduction of candidature statements.

Agreed: To consider at the next Ordinary Meeting of the Parish Council on 10th January 2011.

Action: the Clerk (Agenda item)

15.2.5 SNC Master Composters: Recruitment drive.

Agreed: To advertise in the newsletter.

Action: the Clerk

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

i) SNC Lists of planning applications registered during periods 28.10.10 -01.12.10

- ii) SNH: Calendar 2011
- iii) NCC: Safer Winter Driving Leaflet 2010-2011
- iv) Northants CALC: Update issue 6/10 November - December 2010; Parish Partnerships 2010-2013
- v) Victim Support: Review of the year 2009-2010 Northamptonshire

16 To set the Calendar of Meetings Dates for 2011: (previously circulated)

RESOLVED: It was proposed by Cllr Ramsay and seconded by Cllr Tomlin to approve the Calendar of Meetings Dates for 2011 based on Ordinary Meetings being held at 7.30 p.m. on the second Monday of each month (excepting Bank Holidays) but with the exception of the Meeting in February 2011 which shall be held on 7th February 2011.

The approved Calendar of Meetings is set out below:

Monday, 10th January 2011
Monday, 7th February 2011
Monday, 14th March 2011
Monday, 11th April 2011
Monday, 9th May 2011 - Annual Parish Council Meeting
Monday, 13th June 2011
Monday, 11th July 2011
Monday, 8th August 2011
Monday, 12th September 2011
Monday, 10th October 2011
Monday, 14th November 2011
Monday, 12th December 2011

Agreed: To set the date of the Annual Parish Assembly 2011 at the next Ordinary Meeting of the Parish Council to be held on 10th January 2011.

Action: the Clerk (Agenda item)

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

None.

18 Motion to exclude Members of the Public and the Press from the next item on the Agenda:

No members of the Public and the Press were present.

The Clerk withdrew from the Meeting.

19 To Note the Annual Performance Review of the Clerk: (previously circulated)

Councillor Gelder reported that she had met with the Clerk and Responsible Financial Officer on 15th November 2010 to undertake her Annual Performance Review for 2009/10. She was pleased to report that the Clerk and Responsible Financial Officer had again exceeded what we have asked her to do and had given an excellent performance to the Council. The members of the Council agreed with this assessment.

Councillor Gelder also reported that the Clerk and Responsible Financial Officer continues to work at about 25% more than her contractual hours in order to meet the requirements of the role. It was acknowledged that some of the work included the one-off administration required to prepare the Quality Status Portfolio for which the Council had agreed to make a payment for up to 20 hours. However,

Councillors expressed concern with the situation and agreed that ways should be found to reduce the workload. This may include eliminating some tasks and/or asking individual councillors to undertake other tasks.

20 Motion to Re-open the Meeting to Members of the Public and the Press:

No members of the Public and the Press were present.

The Clerk re-entered the Meeting.

21 To receive items for the next Meeting - Monday 10th January 2011.

None.

The Meeting ended at 10.20 p.m.

Signed: _____ Date: 10th January 2011
Chairman