

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 14th January 2013 at 7.30 p.m. in Croughton Village Hall

Present

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

Absent: Councillor Margaret Bennett

In Attendance: Mrs Ann Le Druillene (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Bennett: Business Commitment/delayed travel

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Coles to Approve the Reason for Absence submitted by Cllr Bennett.

2 To receive requests for Dispensations:

Name	Dispensation Request	Reason	Agenda item
Cllr Trevor Davies	To set Budget & Precept 2013/2014	Council tax payer for Croughton	12 CPC Meeting 14 th January 2013

The request was **Granted**.

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 Parish Council Meeting held 10th December 2012: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Minutes of the Parish Council Meeting held 10th December 2012.

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

6.1 Clerk's Report:

i) snvb Village Networks Project: Delivery of the Mobile Exhibition Vehicle is awaited. Mr Nick King, Project Co-Ordinator will set up a Village Networks stall in Croughton Village Hall on 20th February 3 p.m. - 6.30 p.m.

7 Finance Matters:**7.1 Receipts & payments and balance of bank accounts 07.01.13:**

Barclays: Community Account: £1,368.08; Business Direct Access: £19,058.46

7.2 To Approve the Payments:

Cheque No	Payee	Description	Total	vat
DD	BT plc	Telephony Q01501	£205.76	£34.29
102379	A H Contracts	Inv. 6521 dog waste bin emptying	£24.00	£4.00
102380	Texprep	Inv. 19852 newsletter	£66.80	
102381	E.ON	Inv. 032151 lighting maintenance	£211.92	£35.32
102382	E.ON	Electricity01Oct12-31Dec12	£415.73	£69.29
102383	P K Gelder	Emergency Kit 3 Storage Boxes £48.00 Emergency Tent, Candles, Scissors £5.00	£53.00	£8.83
102384	A Le Druillenec	Salary Month 10	£315.95	
102385	HMRC	Tax Month 10	£71.80	

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Bodley-Scott to Approve the Payments.

7.3 To note Receipts:

Date	Payee	Description	Amount
04.12.12	NCC	S136 Grasscutting grant	£497.79
05.12.12	Tenant	Plot 4	£13.20
07.01.13	Tenant	Plot 2	£1.20
07.01.13	Y Tapping	Advert Newsletter	£8.00

Noted.

7.4 To Note Budget Monitoring Report to 31st December 2012: (previously distributed)

Noted.

8 Planning:**8.1 Applications: None.****8.2 Notices of Decision: None.****8.3 Licence Application:**

Note: The application was received after the Agenda was issued. In order to meet the consultation deadline of 24th January 2013 it was **Agreed** to consider the application and ratify the decision at the next Ordinary Meeting of the Parish Council to be held 11th February 2013.

**JB Catering: Northbound carriageway A43 layby between Croughton and Evenley
To trade in hot and cold food between the hours of 5 a.m. and 6 p.m. daily.**

Agreed: To make No Objections.

Action: the Clerk

9 Local Plan:

- 9.1 Discussion held 7th January 2013: Report: Cllr Tomlin reported on the informal meeting;**
- i) Younger people should be encouraged to stay in the Village in order to ensure the survival of Croughton's educational facilities (Primary School, Playgroup and Pre School)
 - ii) Starter homes and 3 bed family homes were needed- a maximum number of 20 over the next two decades, built in small groups, with adequate parking space for occupiers and visitors.
 - iii) Building should take place within the existing village confines, north /south of the B4031 rather than east/west. Development along the B4031 should be kept to a minimum due to large traffic flows
 - iii) There was demand for a Post Office.

9.2 To Approve Croughton's submission to the Local Plan:

Agreed: To consider a formal submission at the appropriate time.

- 9.3 Update on next step in the Vision for Croughton: To date, 17 questionnaires had been returned. Deadline is 24th January 2013.
Agreed: To analyse the responses and report to the next Ordinary Meeting of the Parish Council to be held 11th February 2013.
Action: the Clerk

10 Training:

- 10.1 To consider Training needs:

Name	Training	Date
Cllr Forbes	Off to a Flying Start (NCALC)	tbc
The Clerk	Code of Conduct (NCALC)	23 rd January 2013

11 Action Plan 2012/2013:

- 11.1 Councillor Representative and Warden Updates:

11.1.1 Highways: Cllr Tomlin:

The B4031 carriageway is to be micro asphalted in the 2013/2014 financial year, (priority scheme) as listed in the Northamptonshire Highways Newsletter December 2012.

- 11.2 Councillor Actions:

11.2.1 Internal Control Reports: Quarters 2 and 3: To Note: (previously distributed)
 Members were grateful to Cllr Bennett for her reports.

It was **Noted** that storage needs at the parish office were being addressed by the offer of 2 additional filing cabinets and storage space in the attic, courtesy of CPF&VH.

Agreed: To purchase plastic storage boxes for planning documents.

Action: Cllr Robbins

- 11.3 Community Engagement:

11.3.1 Affordable Housing Development: Matters Arising from 7 p.m. Update:

Agreed: That progress was being made and the update was encouraging.

11.3.2 Relationships: Set out objective in respect of Attendance by businesses at Annual Parish Assembly:

Agreed:

i) To issue a general invitation to local businesses via the Croughton News

ii) That reports from businesses should only refer to business activities that had impacted on the village in a beneficial way

ii) To send bespoke invitations to local businesses who had attended in the past.

Action: the Clerk

- 11.4 Policies, Plans and Procedures

11.4.1 Internal and external audit legislative framework: To consider the effectiveness of the system of controls: (paper previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to endorse the Report and to acknowledge that the Parish Council was satisfied that it had an adequate and effective system of controls in place.

11.4.2 Cemetery Fees: To review the tariff effective as from 1st April 2013:
 (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash:

i) To increase cemetery fees by 10% rounded up to nearest £5 or £10

ii) To keep fees for Register Searches at £10.00 per item

iii) To introduce the new tariff on 1st April 2013.

Action: the Clerk (Notify Funeral Directors and Memorial Masons)

11.4.3 Grass Cutting: To Authorise the Clerk to invite tenders:

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Coles to acquire quotes.

Action: the Clerk

12 Budget and Precept 2013/2014:

(Information on the Tax Base, Council Tax Reduction Scheme, Revised draft Budget 2013/2014, Options for Setting the Precept, Recommended Actions previously distributed)

12.1 To Approve the Budget 2013/2014:

The Parish Council considered a draft Budget of £21,920 Payments, to be part funded by £2,957 Receipts and £2,750 Reserves.

The Council considered the following Budget Categories:

Category 1.3 Allotment Wall: Budget £1,500.

Estimated carry forward figure at 31st March 2013: £3,210.

Agreed: To set a Budget of £1,500.

Category 3: Grasscutting: Total Budget: £5,310

Agreed:

i) To increase the total Grasscutting budget by 5%

ii) To set a Budget of £5,575

Category 4.3: Additional Street Lighting: Budget £1,700 (to be funded from designated funds and general reserves)

Estimated carry forward figure at 31st March 2013: £1,457

Agreed:

i) To set a Budget of £1,700

ii) That earmarked Street Lighting replacements to Lamps Nos. 30 (Portway) and 39 (Portway Crescent) should be undertaken and that the shortfall would be taken from reserves.

Category 10.1: Newsletter: Budget £850 (from Reserves)

Estimated carry forward figure at 31st March 2013: £1,350

Agreed:

i) To set a Budget of £850

ii) To initiate a debate on delivery of services and to assess the investment value of some e.g. the Newsletter

Category 13.2: Parking Provision: Budget £500

Estimated carry forward figure at 31st March 2013: £500

Agreed: To set a Budget of £500.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve a Budget for 2013/2014 of £22,185.

12.2 To Approve the Precept 2013/2014:

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Cash:

i) To make no increase and to set the same Precept as for 2012/2013

ii) To Approve a Precept for 2013/2014 of £16,661

iii) That the Chairman's Report to the Annual Parish Assembly sets out the reasons why Council Tax in 2013/2014 will increase by 3.96% over the rate for 2012/2013 despite there being no increase in the Precept.

Action: the Clerk (notify SNC)

13 Highway Matters:**13.1 Community Speed Watch: To consider involvement in the programme commencing 6th April 2013 at a cost of £450 + vat:**

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Coles to decline an invitation to participate in Community Speed Watch in 2013.

13.2 VAS data Report: To Note the analysis for the period Jan - Sep 2012:

Agreed that:

i) The analysis would provide valuable data in support of the introduction of a 20 mph speed limit

ii) Data should be collected for at least 12 months

iii) Streamlining of data should be considered

- iii) That Cllr Bennett had produced an excellent report
Action: Cllr Tomlin (discuss with Cllr Bennett)
- 13.3 MGWSP: Annual Satisfaction Questionnaire: (previously distributed) To Agree a Response:
 The questionnaire was completed and **Agreed.**
Action: the Clerk
- 15 Little Brook Ward Meeting: 21st January 2013:**
- 15.1 To Agree arrangements: (draft Agenda previously circulated)
 It was **Noted** that:
 i) Andrea Leadsom MP had been invited to address the Ward Meeting on Government Energy Policy but was unable to attend due to Parliamentary commitments. (Monday was a Sitting day at Westminster.)
 ii) Mr Martin Henry, Director of Resources, Cherwell and South Northants Councils was not able to confirm his attendance to speak on Local Government Finances.
 The draft Agenda was **Agreed.**
Action: the Clerk (Agendas out); Cllrs Coles and Gelder (Refreshments)
- 16 Correspondence:**
- 16.1 To Consider:
- 16.1.1 Proposed new Military Byelaws: RAF Croughton:
<http://www.mod.uk/DefenceInternet/MicroSite/DIO/WhatWeDo/Byelaws>
 Cllr Tomlin spoke to this item. **No Comments.**
- 16.1.2 Northants Police: 5 Year Police and Crime Plan:
www.northantspcc.org.uk
No Comments.
- 16.1.3 NCC: Draft Revenue Budget 2013-14 & Medium Term Financial Plan 2013-14/2015-16:
www.northamptonshire.gov.uk/budget13-14
No Comments.
- 16.2 For Information:
- 16.2.1 Northants CALC: Update: November - December 2012:
- 16.2.2 Viridor: Ardley Landfill and EFW Liaison Group: Minutes of Meeting held 21st November 2012:
- 16.2.3 Northants Police: South Northants Brackley Safer Community Team: Update November 2012:
- 16.2.4 Croughton/Astwick Local Liaison Group: Minutes of Meeting held 14th November 2012:
Note: No further Meetings were planned, although one may be called once the fishing lakes were open.
- 17 Any Other Business: For Information and at the discretion of the Chairman:**
- 17.1 Superfast Broadband: Request for information.
Action: the Clerk
- 18 To receive items for the next Parish Council Meeting - Monday 11th February 2013:**
None.

The Meeting ended at 9.15 p.m.

Signed: _____ Date: 11th February 2013
 Chairman