

Croughton Parish Council



Minutes of Croughton Annual Parish Council Meeting Held on Monday 12th May 2014 at 7.30 p.m. in Croughton Village Hall

Present

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

Absent: Cllr Rodney Cash

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To elect the Chairman:

One nomination: Cllr Tomlin

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to elect Cllr Brian Tomlin to the Office of Chairman of the Parish Council.

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

The Chairman signed the Declaration of Acceptance of Office.

3 To elect the Vice Chairman:

One nomination: Cllr Forbes

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to elect Cllr Forbes to serve as Vice Chairman.

4 To Receive Apologies and Approve the Reasons for Absence:

Cllr Cash: Holiday

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

5 To Receive Requests for Dispensations:

None.

6 To invite Declarations of Interest:

None.

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

The Chairman invited Mr Jeremy Preston to speak to Items 11.1.2 and 11.1.3: Application Nos. S/2014/0541/FUL & S/2014/0542/LBC:

Mr Preston wished to draw attention to the unresolved parking issues at Croughton House West and The Stables. The integrity of the site was threatened by the proposed installation of metal fencing. Mr Preston had calculated the space required for parallel parking and the impact this would have on the existing wall at The Stables. There were safety and access issues.

To change the order of Business: Standing order 10a)vi:

Agreed: To take item 11 Planning as the next item on the Agenda.

11 Planning:**11.1 Applications:**

11.1.1 No. S/2014/0466/LBC

Proposal: To reinstate a window at the rear of the property

Location: The Old Rectory, 5 High Street, Croughton

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to offer NO OBJECTIONS.

11.1.2 No. S/2013/0541/FUL

Proposal: Conversion of existing redundant stables to single dwelling

Location: The Stables, Church Lane, Croughton

11.1.3 No. S/2013/0542/LBC

Proposal: Conversion of existing redundant stables to single dwelling

Location: The Stables, Church Lane, Croughton

Both applications were considered together.

The Chairman presented a letter from Mr Tim Smart who had concerns in respect of:

- i) The 9 vents overlooking his property
- ii) The siting of the boiler because of concern over emissions
- iii) The 4 roof lights facing his property.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Coles to comment that:

- i) In order to provide a parking solution for The Stables the wall shall neither be reduced in size, nor tampered with in any way.
- ii) The 4 rooflights should be fitted with obscure glass.

11.1.4 No. S/2014/0570/FUL

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

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to make NO OBJECTION.

11.1.5 No. 14/00010/WASFUL

Proposed Development: Construction of a 3,000 cubic metre storage lagoon to hold non-hazardous, agriculturally beneficial liquid waste (primarily from the food and beverage industry) prior to spreading on agricultural land at Gateridge Farm, Croughton

Location: Gateridge Farm House, Gateridge Farm, Brackley Road, Croughton, Northamptonshire. NN13 5GR

(Also notified For Information by SNC Application No. S/2014/0523/NA)

Evenley Parish Council was being consulted on the proposal by SNC.

A similar, larger proposal had been submitted for Manor Farm, Hinton in the Hedges.

Cllr Tomlin reported that Members of Evenley Parish Council had informally expressed concerns relating to odour, vehicle movements and tree roots. Cllr Townsend was investigating an additional concern over volume.

Members of Croughton Parish Council concurred with most of the points.

It was **Noted** that the NCC Case Officer intended to arrange a site visit to a similar operational facility followed by an evening meeting to discuss these proposals with the Applicants and representatives of other bodies. The Case Officer had advised that the date for responding to the consultation would be moved to after the information gathering opportunities.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Davies that unless the forthcoming site meeting and evening meeting fundamentally changed the reasons for objecting, to delegate to the Clerk the authority to submit objections on the grounds set out by Cllr Tomlin.

11.2 Notices of Decision:

11.2.1 No. S/2014/0288/FUL

REFUSAL

Proposal: Replace flat roofed dormer with larger roofed dormer to front to create additional living accommodation. 4 no. roof lights to rear

Location: 6 Portway Drive, Croughton

Noted.

11.2.2 No. S/2014/0331/LBC

CONSENT GRANTED

Proposal: Retrospective Listed Building Consent for Existing Canopy

Location: Croughton House West, Church Lane, Croughton

Noted.

11.3 SNC Local Plan: Issues Consultation: Update: For Information: (pdfs of responses previously distributed)

SNC had published all the responses on their website. Each parish had a separate page with parish specific responses.

SNC will consider the responses and prepare an Options document for further consultation pending the adoption of the Joint Core Strategy in the Summer 2014.

Note: The List of Village Amenities/Facilities that the Parish Council had submitted in January 2014 alongside its 'Issues for the Rural Areas' and 'Worksheet' responses had not been published on the parish page of the SNC website. This factual information will be used by SNC to inform the work on the village hierarchy that will form part of the Local Plan.

Noted.

8 To approve the Minutes of the Meeting held 14th April 2014: (previously distributed)

Amendment: Minute No. 10.2.1.3ii): Delete: Arrythmia Alliance: Insert: Ambulance Service.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Minutes of the Meeting (as amended) of 14th April 2014.

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

9.1 Clerk's Report: (verbal report)

i) Quality Status: The Quality Parish Council Scheme is being revised. Three levels are being introduced: Foundation to Gold status. Re-accreditation: Councils may continue to hold Quality Status and use the logo until the launch of the new Scheme when details of the reaccreditation process will be published.

ii) Croughton Active: Date of next outdoor session: 11th or 12th June 2014. 6 p.m. - 7.30 p.m.

10 Finance Matters:

10.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £10,049.53 (06.05.14) Standard Life: £18,022.39 (09.04.14)

10.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat	Note
102506	A H Contracts	Inv.7325 dog waste bin emptying	£24.00	£4.00	
102507	Texprep	Inv. 20666 newsletter	£66.30		
102508	M Dempsey	Inv. Grasscutting	£705.00		
102509	NorthantsCALC	Inv. 4324 Membership: £185.92 Internal Audit Service: £155.00	£340.92		
102510	A Le Druillenec	Salary Month 2	£313.19		
102511	HMRC	Tax Month 2	£78.40		

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

10.3 To note Receipts:

Date	Payer	Description	Amount
April 2014	Tenants	Allotment Rent	£339.65
29.04.14	HMRC	Vat refund	£709.16
17.04.14	SNC	Precept 1 st half yr instal ^t	£8,470.00
28.04.14	Dickins Auctioneers Ltd	Advert March-May 2014	£30.00
28.04.14	Ashcroft Therapy Centre	Advert June-August 2014	£30.00

Noted.

10.4 To Approve the Accounts for YE 31st March 2014: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Accounts for YE 31st March 2014.

10.5 To Review Designated and General Reserves: (previously distributed)

Agreed: To consider virement of some Designated Newsletter Reserves at the next Ordinary Meeting of the Parish Council to be held 9th June 2014.

12 Insurance Renewal:

12.1 To enter into a 3 year long term agreement with current insurance provider from 1st June 2014:

The Clerk reported that quotes from alternative insurance providers had been requested in time for the Annual Parish Meeting but despite assurances, these had not been received.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to enter into a 3 year long term agreement with the current insurance provider, Came & Company.

12.2 To Approve the Insurance Premium in the sum of £471.63:

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to Approve the Insurance Premium with Came & Company in the sum of £471.63.
Cheque No. 102512 was raised.

13 To consider Training needs:

13.1 **Agreed:** To recommend the training session 'Chairmanship Skills' (attended in 2009 by Cllrs Tomlin and Gelder) for Cllr Forbes.

13.2 Pensions Briefing: 12th May 2014: The Clerk had found the briefing informative.

14 New Homes Bonus:

- 14.1 To consider projects eligible to bid for funds: (Current allocation £3,679)
(information previously distributed)

Community Groups were eligible to apply for funds.

Suggested projects:

- i) Allotment Wall
- ii) Reading Room Heating.

Action: Cllr Tomlin (to investigate)

15 Statutory Matters:

- 15.1 Annual Return for YE 31st March 2014:

15.1.1 To Approve Section 1:

(Section 1 Accounting Statements (interim); Bank Reconciliation; Explanation of Variances (interim) previously distributed)

The External Auditor had advised that where rounding up/down caused a discrepancy between Box 7 of the Accounting Statements and the Bank Reconciliation either Box 3 or Box 6 should be altered to avoid problems in subsequent years.

The Clerk had altered Box 3 accordingly to 4,224 on the original Annual Return and this would be mirrored on the Explanation of Variances to be submitted to the External Auditor.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Bennett to Approve Section 1 as follows:

YE 31 March 2014:

Box 1: 17,344

Box 2: 16,661

Box 3: 4,224

Box 4: 4,699

Box 5: nil

Box 6: 14,065

Box 7: 18,565

Box 8: 18,565

Box 9: 918,677

Box 10: nil

Box 11: no

15.1.2 To Approve Section 2:

(Section 2 Governance Statement; Supporting Statement previously distributed)

The Council considered each Statement in turn.

Statements 1-8: Agreed YES

Statement 9: N/A

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve Section 2.

16 Action Plan 2014/2015:

- 16.1 To agree Councillor, Representative and Warden Appointments:

16.1.1 Church Representative: Vacant

16.1.2 School Representative: Cllr Davies

16.1.3 Footpaths Warden: Mrs Margaret Rings

16.1.4 Highways Representative: Cllr Bodley-Scott

16.1.5 Neighbourhood Watch Co-Ordinator: Cllr Coles

16.1.6 Police Liaison Representative: Cllr Coles

16.1.7 Poor's Allotment Trust Representatives: Cllrs Coles, Forbes, Robbins, Tomlin (Trustees)

16.1.8 Portway Pocket Park Representative:

Agreed: To invite Mr Stuart Lowen, Convenor, Working Party to take on the role.

Action: Cllr Davies

16.1.9 RAF Croughton Representative: Cllr Gelder

16.1.10 Reading Room Representatives: Cllrs Robbins and Tomlin

16.1.11 Playing Field & Village Hall Representative: Cllrs Coles and Robbins

16.1.12 Croughton Active Representative: Vacant

16.2 Councillor Actions:

16.2.1 Provision of Defibrillator: Update:

i) Planning Permission: Cllr Tomlin had taken up the matter, of whether or not planning permission would be required, with Cllr Townsend and the Planning Authority and had been given to understand that: In order to satisfy the de minimus rule the defibrillator should not be installed at the front of the Reading Room facing the High Street.

ii) Siting: The unit needed to be visible. Members were in favour of either up the steps or on the east side of the Reading Room. The electrical connection would cost in the region of £200. Signage and finger post would also be required.

Agreed: To contact Arrhythmia Alliance in respect of next steps and wording on signage.

Action: Cllr Gelder

iii) Social Media:

Agreed: To dispel any misconceptions by inviting members of the public to an open discussion.

16.3 Community Engagement:

16.3.1 Affordable Housing : Update on progress: Cllr Tomlin reported that:

i) Fencing was being installed.

ii) Allocations: 5-6 local people had been offered a dwelling and hoped to have moved in by the end of May 2014. 2-3 had been placed on the reserve list as they did not currently qualify for social housing. Neither of the shared ownership dwellings had been allocated.

iii) Street Light: To be installed adjacent to the bin enclosure, set back from the Brackley Road in line with the existing lights.

16.3.2 Creation of Footpath along Brackley Road: Update:

Andrea Leadsom MP had written to the Chief Executive of NCC asking him to review the case for a footpath along Brackley Road.

16.4 Policies, Plans and Procedures:

16.4.1 Community Engagement Strategy: To Approve: (previously distributed)

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Bodley-Scott to Approve the Community Engagement Strategy.

Action: Working Party (Agree actions for attention of the Parish Council)

16.4.2 Action Plan 2014-2015: To Approve: (previously distributed)

Agreed:

i) To re-instate the Action 'Parking within Village' in Part 3 Community Engagement

ii) To list the Policies, Plans and procedures in Part 4 in chronological date order.

Action: Cllr Gelder.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Bodley-Scott to Approve the Action Plan 2014-2015 with the agreed modifications.

16.4.3 Financial Regulations: To Approve: (customised draft previously distributed)

Agreed: To defer consideration until the next Ordinary Meeting of the Parish Council to be held 9th June 2014.

16.4.4 Poors Allotment Trust: To Note dates of terms of office of Nominated Trustees:

Agreed:

i) That an appropriate cycle of Trustee appointments is required

ii) To refer this matter back to the Trust for resolution.

Action: Cllrs Coles, Forbes, Robbins and Tomlin, and the Rev. Dommett.

17 Little Brook Ward Meeting: 21st July 2014:

17.1 To confirm Guest Speaker/Topic:

Agreed: To focus on developments near Brackley on the Ward boundary.

Action: Cllr Tomlin (Approach Cllr Sawbridge re. a suitable Speaker)

18 Correspondence:

18.1 To consider a request for a dog waste bin at Portway:

A resident had reported dog waste bags deposited near the name sign at Portway. The Parish Council's contractor for Dog Waste services, AH Contracts, had removed them at no additional expense.

Agreed: To monitor the situation at Portway and consult residents' opinions.

Action: Cllr Davies

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

19.1 Allotments: Safety issues on south side of site.

Agreed: To consider the cost of a post and rail fence alongside the margin at the top of the wall and whether to put in a bid for New Homes Bonus funds.

Action: Cllr Bodley-Scott

20 To receive items for the next Parish Council Meeting: - Monday 9th June 2014.

i) Review of Emergency Response Plan

ii) Community Engagement Strategy actions

The Meeting ended at 9.30 p.m.

Signed: _____ Date: 9th June 2014
Chairman

Chairman's Initials _____