

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 11<sup>th</sup> November 2013 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

Councillor Rodney Cash

**In Attendance:** Mrs Ann Le Druillenec (Clerk)  
Cllr John Townsend (SNC)

The Chairman welcomed Cllr Townsend to the Meeting.

The Chairman congratulated Cllr Coles on the distinction of being the only person from the Area to be awarded a Certificate at the Northamptonshire Neighbourhood Watch Association AGM held 14<sup>th</sup> October 2013. The presentation to Cllr Coles by South Northants Police (Brackley Safer Community Team) was made in recognition of Cllr Coles' *exemplary contribution to the Neighbourhood Watch Scheme in Croughton and in appreciation of her loyal service to the village.*

### 1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Cash: Theatre Visit

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

### 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 14<sup>th</sup> October 2013:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Davies to Approve the Minutes of the Meeting held 14<sup>th</sup> October 2013.

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

Minute No. 10.1.1: Croughton All Saints Primary School: Cllr Davies reported that OfSTED has since carried out an inspection, rating the School as good with some outstanding features. This is accredited to the hard work of the Head Teacher and her team.

**6.1 Clerk's Report:** (previously distributed)

Minute No 6.1:

i) Sponsorship of the Newsletter: Our sponsor for the previous two years has offered to make up the shortfall remaining from the £100 already received. A cheque in the sum of £695.60 was received 11<sup>th</sup> November 2013.

ii) Application No. S/2013/1161/FUL

Proposal: Alterations to front entrance wall (amendment to S/2011/1081/FUL) and erection of new timber gates (Part retrospective)

Amendment details: Amended plan received - general proposed

Location: Trinity House, Trinity House, Church Lane, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=70061>

The general consensus of Members was that the amended plan met the objections raised by the Parish Council and that a Special Meeting was not necessary. No formal response was submitted to SNC.

The Applicant asked for the Parish Council's comments on the amended plan and was advised on the above.

Minute 7.4: Replacement of existing office equipment: The two items have been purchased, for which the Clerk would like to thank the Council. £40 Cashback on the Laser printer and £39.60 cashback on the Label Writer have been applied for.

Minute 10.4: Footway Lighting in Brackley: Cllr Sawbridge has been advised by Helen Howard, Community Liaison Officer, Northamptonshire Highways 'that the new lights that are being replaced in Brackley are owned by NCC and electricity will be paid for by NCC. The majority of the lighting in Brackley is the responsibility of NCC.'

Cllr Sawbridge comments that this raises an interesting point (double taxation).

Cllr Sawbridge says: 'The residents of Croughton pay for their street lighting as part of the Parish Precept and they also pay for a share of the Brackley Street lighting as part of the County Council tax. The same applies to all the lights in all the main towns in Northamptonshire. This does seem a little unfair to me but I doubt if I can do anything to change it.'

**Agreed:**

i) That this seemed unfair.

ii) To request more information from NCC on these arrangements.

**Action:** the Clerk

**Other:**

Street Doctor Report URN 679185: Dislodged kerb stone at dropped kerb at 27 Park End. This will be re-set within 2 months.

**7 Finance Matters:**

**7.1 Receipts & payments and balance of bank accounts:**

Community Account: £1,549.12 (04.11.13)

Direct Access Account: £21,932.31 (04.11.13)

**7.2 To Ratify and Approve the Payments:**

Cheque No	Payee	Description	Total	vat	Note
102460	A H Contracts	Inv. 7025dog waste bin emptying	£24.00	£4.00	

Cheque No.	Payee	Description	Total	vat	Note
102461	Texprep	Inv. 20348 newsletter	£66.30		
102462	M Dempsey	Inv. 1015 Grasscutting	£495.00		
102463	E.ON	Inv. 041648 Lamp No. 30 Portway Lamp No. 38 Portway Crescent	£1,833.60	£305.60	
102464	A Le Druillenec	Salary Month 8	£319.99		
102465	HMRC	Tax Month 8	£71.60		
102466	A Le Druillenec	Reimbursement HP Laser Pro M1212NF Printer £129.00 USB £2.00 Stationery order Inv. 2117270 £92.04 Postage £1.50	£224.94	£50.48	1. 2.

Note 1. Includes £40 cashback; Note 2. Includes £39.60 cashback

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

7.3 To note Receipts:

Date	Payer	Description	Amount
Oct 2013	Tenants	Allotment Rent	£257.25
07.10.13	J & M Humphris	Burial fees Plot 581	£370.00
16.10.13	Sponsor	Newsletter	£100.00
Awaited	NCC	Mowing Agreement 2013	£497.79

**Noted.**

7.4 Review of Financial Procedures: To adopt the current internal control processes: (previously distributed)

Review carried out by the Clerk and the Internal Control Councillor on 30<sup>th</sup> October 2013. No amendments were recommended.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to adopt the current internal control processes.

7.5 Asset Register:

7.5.1 HP Laserjet 1200 printer & Brother Multi Function Copier MFC5840CN: To Approve the disposal of these assets and removal from the Asset Register:

7.5.2 To include the addition of the HP M1212nfMFP and Dymo 450 Labelwriter in the Asset Register:

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Bodley-Scott to Approve:  
i) The disposal of the assets at 7.5.1 and their removal from the Asset Register  
ii) The inclusion of the assets at 7.5.2 in the Asset Register.

**Action:** the Clerk

8 Planning:

8.1 Applications:

8.1.1 Application No. S/2013/1353/FUL

Proposal: Conversion and extension of garage to form integral living space and enlargement of a single storey rear extension

Location: 42 High Street, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=70339&cuuid=A35923B6-0CC3-4BA5-9050-62BE085A85AF>

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Coles to offer No Objections.

## 8.1.2 Application No. S/2013/1347/FUL

Proposal: Change of use to reclamation yard (previously approved under S/2001/0678/P with a personal condition 8).

Location: Park End Reclamation, Park End Barns, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=70303&cuuid=F9A9DBE0-BE0C-45AC-8194-6C3308548F11>

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Forbes to offer No Objections.

## 8.2 Notices of Decision:

## 8.2.1 Application No. S/2013/1216/NMA APPROVAL

Proposal: Non material amendment to S/2012/0175/FUL (Erection of 9 affordable homes including new adopted roadway, new rear service road to Townend Farm and associated services.) Change from adopted road to private road.

Location: Land off Brackley Road, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69795&cuuid=4E36921E-2795-4E35-B33F-F9C8AB5F808C>

**Noted.**

## 8.2.1 Additional item:

Street Naming of road on the affordable housing site at Brackley Road:

(Correspondence previously distributed:

i) Letter dated 7<sup>th</sup> November 2013 from Mr A J Preston, Head of Public Protection and Development Management, SNC consulting on suggestions for street naming of the road.

ii) Plan of site showing road to be named.

iii) SNC Guidance for Councillors and Town/Parish Councils in respect of Street Naming/Numbering for new developments.)

Cllr Townsend was in attendance for this item.

The Parish Council considered the following suggested names:

Name	Reason
Magdalen	
Croughton Fields	
Townend Close	The site formerly belonged to Townend Farm. This street name would serve to naturally connect the new properties with the village. Due to this former association with Townend Farm the new development would be easily located.
Ash Corner Close	The site was originally a paddock whose name, Ash Corner Close, was recorded in the 1808 Land Inclosure Act

**RESOLVED:** It was proposed by Cllr Tomlin, seconded by Cllr Coles, and supported by Cllr Townsend, to recommend Townend Close as the street name.

**Action:** the Clerk (inform SNC by 25<sup>th</sup> November 2013)

## 8.3 SNC Local Plan: Issues Paper Consultation: To discuss:

## 8.3.1 Attendance at SNC Parish Briefings:

12<sup>th</sup> November 2013: Cllr Tomlin; 13<sup>th</sup> November 2013: Cllr Bodley-Scott

## 8.3.2 Joint Core Strategy: Cllr Townsend was invited to update the Council:

i) Continually evolving as more information is acquired e.g. 2011 Census data and impact on the projected housing numbers

ii) Extension of Strategy from 2026 to 2029 or 2031 was under consideration

iii) Northampton was earmarked for the majority of new housing. Deliverability to be assessed by Inspector in March 2014.

## iv) Issues for Villages:

Desire for additional houses; Industry; Future Sustainability; Sites; Village Confines.

8.3.3 Croughton Village Plan: It was **Noted** that the draft Village Plan was waiting for the SNC Local Plan to be drafted.

**Agreed:** To consider further at the next Ordinary Meeting of the Parish Council to be held 9<sup>th</sup> December 2013. Deadline for comments on the Issues paper: 24<sup>th</sup> January 2014.

## 9 Training:

9.1 To consider Training needs: (New training programme issued by Northants CALC previously distributed)  
The following courses were identified:

- i) How Local Councils can be more effective Online: 3<sup>rd</sup> December 2013
- ii) Legal Ease not Legalese: 14<sup>th</sup> March 2014

**Noted.**

## 10 Action Plan 2013/2014:

### 10.1 Councillor Reports:

10.1.1 Cllr Tomlin: Highways Update; Highways Warden scheme:

10.1.1.1 Resurfacing of B4031 and implementation of the 20mph zone:

**Agreed:** To write a letter of thanks to Northamptonshire Highways in appreciation of a job well done.

**Action:** the Clerk

There was a perception that traffic was moving more slowly and that the road was quieter.

10.1.1.2 The Parish Council was in favour of the Police carrying out speed monitoring within the 20 mph zone at Park End.

10.1.1.3 Jetting of Gulleys on the bridge: Cllr Tomlin to pursue.

10.1.1.4 Highway Warden Scheme: New scheme launched at Northants CALC AGM held 19<sup>th</sup> October 2013. Volunteer role, parish appointment, key point of contact between the parish and Northamptonshire Highways.

**Agreed:** To seek interest via the Croughton News.

10.1.1.5 Road Traffic Regulation Order dated 7<sup>th</sup> November 2013:

i) Proposed No Waiting at Any Time (double yellow lines) Park End

ii) Proposed Limited Waiting Monday - Saturday 8 a.m. - 6 p.m. Maximum stay 30 mins (no return within one hour) Park End.

Notices have been posted up at Park End. Comments on the proposed Order to be submitted by 28<sup>th</sup> November 2013.

**Noted.**

### 10.2 Councillor Actions:

10.2.1 Bus Stop at layby in Park End: To review the decision taken in October 2012. (Minute No. 10.2.1 CPC Meeting held 8<sup>th</sup> October 2012 refers):

The Parish Council considered the implications, benefits and demerits, of blocking the layby to accommodate an infrequent and poorly patronised bus service.

**Agreed:** That, at this stage, the unrestricted availability of parking spaces in the layby was commensurately greater than the need for a designated bus stop during the week.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies to defer the installation of the bus stop for one year and to review the situation once it were possible to assess the effect of the parking restrictions at Park End (Minute No. 10.1.1.5 above refers). Members were in favour of moving the bus stop to improve safety for passengers.

**Action:** Cllr Tomlin (inform Mrs Helen Howard, Community Liaison Officer, Northamptonshire Highways)

10.2.2 Emergency Life Saving Equipment: To consider providing an Automated External Defibrillator (AED) and responder support programme in the Community:

Cllr Gelder reported on her research. Arrhythmia Alliance would be willing to provide an AED if the Parish Council would raise £1,500 to cover the cost of the external wall mounted case, (power source required).

**Agreed:** That the Parish Council pursues the project.

**Action:** Cllr Gelder (invite Caroline Holmes of the Arrhythmia Alliance to an informal meeting)

## 10.2.3 Budget 2014/2015: To receive suggestions:

The following items were put forward:

- i) Clerk's Salary
- ii) Allotment Wall
- iii) Steps at Wheelers Rise
- iv) Noticeboard at Reading Room
- v) Low energy lamps

## 10.3 Community Engagement:

10.3.1 Provision of Footpath along Brackley Road: To consider proposals: Not available. The contractor was awaiting information on drainage requirements.

**Noted.**

10.3.2 Affordable Housing: Progress Report: Cllr Tomlin reported that:

- i) First pair of roof trusses were in place
- ii) The road had been re tarmaced
- iii) No services had been installed.

10.3.2.1 Facing Materials: To consider the choice of roofing tile:

The Council considered the choice of Russell 'Lothian' concrete tiles in slate grey.

**Agreed:** To offer No Objections to the choice of roofing tile.

The Council remained disappointed in the choice of red brick for the external walls.

10.3.2.2 Siting of substation on Brackley Road: For Information: Cllrs Tomlin, Gelder and Davies had met Mr Richard Haynes, Wayleaves Specialist, Western Power Distribution to discuss the siting of the new sub station. The proposed site was at the grass verge at the junction of Brackley Road and Park End. It was not possible to place it on the development site. It was hoped to locate the substation as discretely as possible although it would interfere with a prospective footpath if situated along by the trees, and an area of 4 square meters would be needed.

**Action:** Cllr Townsend (mention to Case Officer, SNC)

## 10.4 Policies, Plans and Procedures:

10.4.1 Policy for advertising on the Website: To consider revisions: Cllr Davies presented 3 methods to advertise on the website:

Method	Location	Size	Rate
1	Top right hand corner of each page	Single Box	£10 per month
2	Advertisement pages	Column width by 12 cms	£10 per month <sup>1</sup> £2.50 per subsequent month <sup>1</sup>
3	Local Business page	Single line	£5 in perpetuity

<sup>1</sup>Not for profit organisations: half price

**Agreed:**

- i) To Accept Methods 1 and 2
- ii) To Amend Method 3 to £5 per annum.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Forbes to Approve the Policy for Advertising on the Website as amended.

10.4.1.2 Mailchimp Registration: This gave the capability for email campaigns and cascades. Lists to be compiled, permissions acquired, and thought given to categories and use of Mailchimp e.g. emergency purposes.

10.4.2 Charitable Giving Policy: To review: (Community Giving Policy Statement dated 13<sup>th</sup> February 2012 previously distributed)

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to make No Amendments to the Statement.

10.4.3 Action Plan 2014/2015: To draft:

**Agreed in principle:** To add no new items and to focus on achieving existing targets such as the Local Plan.

**11 Correspondence:**

11.1 NCC Transport and Highways: Asset Management Consultation: (previously distributed)

**Agreed:**

i) That the Council could not be expected to take on responsibility for highway assets without the necessary funds to accompany this role.

ii) To complete the Questionnaire and submit online responses by deadline of 25<sup>th</sup> November 2013.

**Action:** the Clerk (CPC response); Members (individual responses)

11.2 Provision of Salt Bags /Private Salt Bins: Northamptonshire Highways was offering the following:

i) 25kg bags of salt @ £4.00 per bag

ii) Red grit bins @ £290 per bin including installation and salt

iii) Safer Winter Driving leaflets.

**Agreed:** To order the leaflets.

**Action:** the Clerk

11.3 Tree Packs: The Woodland Trust, via Northamptonshire County Council, was offering tree packs: Small Pack, 30 saplings; Medium Pack: 105 saplings; Large Pack: 420 saplings.

**Noted.**

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

12.1 Water usage: Connection to Cemetery pipe.

**Action:** Cllrs Robbins and Tomlin (check manhole by 25 Brackley Road)

**13 To receive items for the next Parish Council Meeting - Monday 9<sup>th</sup> December 2013:**

13.1 Local Plan Issues: Identification of precious or vulnerable areas in the village; Open Countryside

The Meeting ended at 9.30 p.m.

Signed: \_\_\_\_\_ Date: 9<sup>th</sup> December 2013  
Chairman