

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 11<sup>th</sup> June 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 Trevor Davies  
Councillor Jean Coles  
Councillor Pamela Gelder  
Councillor Lesley Ramsay  
Councillor Rob Robbins

### Absent

None.

In Attendance: Mrs Ann Le Druillenec (Clerk)

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

None.

### 2 To invite Declarations of Interest:

None.

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

None.

### 4 To approve the Minutes of the Annual Parish Council Meeting held 14<sup>th</sup> May 2012: (previously circulated)

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Bodley-Scott to approve the Minutes of the Annual Parish Council Meeting held 14<sup>th</sup> May 2012.

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

#### 5.1 Clerk's Report: (previously circulated)

Minute No. 9.1: VAS data: On 1<sup>st</sup> June 2012 data for the month of April 2012 was downloaded from the device at Park End. The download at Blenheim was interrupted and not completed.

Minute No. 10.2.1: Land Registry Search: A search of the index map identified that the area in question was registered under a different title to that of the Portway Pocket Park. A request for a copy of the title plan and register has been made.

Minute No. 10.3: Bank Mandate: No changes were required.

Minute No. 11.4: Mr D'Arcy was not available to accept the invitation to speak to the Parish Council on 11<sup>th</sup> June 2012 but is available to speak to the Ward Meeting on 16<sup>th</sup> July.

Minute No. 21: Annual Parish Assembly: Thanks from Mr Greg Ward, SNC Job Clubs. The evening had been useful and enjoyable, giving an insight into Village life in Croughton. There had been interest in the Job Club table. Mr Ward hopes to meet up with local residents during the exhibition vehicle's tour schedule for the area.

Countdown signs: Cllr Tomlin's enquiries were not successful.

Minute No. 22.1: Creation of footpath along Brackley Road: Residents who had responded to the consultation had been provided with feedback. None had any objections to their responses being sent to the Highway Authority.

Two residents added additional comments both relating to the creation of a footpath on the side of the road opposite to nos. 1-25. These comments have also been sent to NCC. Mrs Helen Howard, Community Liaison Officer, Transport & Highways, NCC has advised that should funds allow, a feasibility study will be undertaken later this year.

Other:

1. Village Networks: No further news re. delivery of the Mobile Exhibition Vehicle.

Suggested tour schedule: (to be confirmed)

1<sup>st</sup> Monday of the month for an initial period of 6 months)

12.30 - 14.00 at Croughton Village Hall

14.10 - 16.00 outside Co-Op on the High Street

2. Sanctuary Housing Association: Has given advance notice of a leaflet drop during June re. alarms for vulnerable adults living independently.

3. Youth Drop In event: Tuesday 3<sup>rd</sup> July 2012 at Croughton Village Hall organised by Iain Anderson, NAYC. Cllr Davies will be there in support.

4. Astwick Local Liaison Group: Next Meeting 3 p.m. on 13<sup>th</sup> June 2012.

5. The Clerk will be on holiday, 18<sup>th</sup> - 22<sup>nd</sup> June 2012.

## 6 Finance Matters:

### 6.1 Receipts & payments and balance of bank accounts 01.06.12:

Barclays: Community Account: £7,668.37; Business Direct Access: £13,058.46

### 6.2 To Ratify and Approve the Payments:

| Cheque No | Payee              | Description   | Total   | vat   | Note      |
|-----------|--------------------|---|---------|-------|-----------|
| 102319    | Broker Network Ltd | Insurance renewal                                   | £427.36 |       | To Ratify |
| 102320    | A H Contracts      | Inv. 6171 dog waste bin emptying                    | £24.00  | £4.00 |           |
| 102321    | Texprep            | Inv. 19485 newsletter<br>Incl. Annual Report £34.00 | £100.80 |       |           |
| 102322    | M Dempsey          | Inv. 930 Grasscutting                               | £875    |       |           |
| 102323    | L Ramsay           | Refreshments APA                                    | £6.44   |       |           |
| 102324    | A Le Druillenec    | Salary Month 3                                      | £315.95 |       |           |
| 102325    | HMRC               | Tax Month 3   | £71.80  |       |           |
| 102326    | A Le Druillenec    | Office Supplies                                     | £9.09   |       |           |

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

### 6.3 To note Receipts:

| Date     | Payer         | Description    | Amount |
|----------|---------------|----------------|--------|
| May 2012 | Tenants       | Allotment Rent | £32.40 |
| 06.05.12 | Standard Life | Bank Interest  | £9.63  |

**Noted.**

**7 Internal Controls:**

7.1 To appoint the Internal Control Councillor:

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Bodley-Scott to appoint Cllr Bennett as the Internal Control Councillor.

7.2 To review the Internal Control Processes: (previously circulated)

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

i) to re-word the Process description relating to the Work Element 'Staff Performance' to reflect current practice whereby the review is undertaken on behalf of the Council by a designated Councillor who receives input from Members and who gives feedback to the Council

ii) to authorise the Chairman to sign the amended document.

**Action:** the Clerk (prepare document); the Chairman (sign amended document)

**8 Planning:**

8.1 **Applications:**

None.

8.2 **Notice of Decision:**

Application No: S/2012/0429/FUL

PERMITTED

Proposal: Single storey extension to rear

Location: 57a High Street, Croughton

8.3 Publication of Oxfordshire Minerals and Waste Plan - Minerals and Waste Core Strategy 25<sup>th</sup> May 2012: Deadline for representation on matters of legal compliance or soundness: 16<sup>th</sup> July 2012: **Noted.**

Note: The Parish Council had responded to the September 2011 Consultation on the draft Oxfordshire Minerals and Waste Plan. (copy held on file)

**9 Insurance Renewal:**

9.1 To review the adequacy of the sums insured for the allotment wall:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Coles to increase the sum insured for the Allotment wall to £50,000 at an additional premium in the sum of £66.46.

**Action:** the Clerk

It was **Noted** that the CPC Budget 2012/2013 for insurance (£450) would be approx. £40.00 overspent.

**10 To consider Training needs:**

| NCALC Training                          | Date   | Venue        | Cost pp |
|---|--|--------------|---------|
| The Localism Act and How you can use it | 10 <sup>th</sup> July 2012<br>9.15 a.m. - 4.15 p.m.  | Northampton  | £60     |
| Neighbourhood Planning Summit           | 19 <sup>th</sup> July 2012<br>10.30 a.m. - 3.00 p.m. | Litchborough | £40     |

**Action:** Cllr Bodley -Scott (confirm availability); the Clerk (reserve places as required, enquire if either event would be offered at a later date)

**11 Statutory Matters:**

11.1 Annual Return for YE 31<sup>st</sup> March 2012:

11.1.1 To consider the Report of the Internal Auditor: (Report dated 24<sup>th</sup> May 2012 previously circulated)

**Noted.** There were no issues arising and no recommended actions.

- 11.2 Appointment of External Auditor for 2012/2013 to 2016/2017:  
11.2.1 To advise of any objections by 29<sup>th</sup> June 2012: **None.**
- 11.3 Freedom of Information: To Approve the Publication Scheme: (Scheme amended as per Minute No. 8.2 CPC Meeting held 16<sup>th</sup> April 2012, previously circulated)

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

- 11.4 The Localism Act 2011: Adoption of New model Code of Conduct 2012:  
(NALC model Code excluding Annex of Disclosable Pecuniary Interests (yet to be published); Code anticipated to be adopted by both principal Councils previously circulated)
- 11.4.1 To Note the advice of the Monitoring Officer, SNC: **Noted.**
- 11.4.2 To resolve that:
1. the Code of Conduct annexed and expected to be adopted by South Northamptonshire Council be adopted as the code for members and co-opted members of the Croughton Parish Council with effect from 1 July 2012, or such other date as may be specified in regulations, to replace the current Code of Conduct; and
  2. the Clerk be requested to notify the Monitoring Officer of South Northamptonshire Council of the passing of the above resolution.

The Parish Council was not in favour of adopting the Code of Conduct being recommended by the Monitoring Officer, SNC.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies to adopt the NALC model Code of Conduct 2012 pending the publication and subsequent inclusion of Appendix A relating to Disclosable Pecuniary Interests.

**12 Community Engagement Strategy) :** (previously circulated)

- 12.1 To consider feedback from the consultation:

**None.**

- 12.2 To Approve the document:

**RESOLVED:** It was proposed by Cllr Bennett and seconded by Cllr Bodley-Scott to Approve the Community Engagement Strategy 2012-2017.

**13 Corporate Complaints Procedure:** (previously circulated)

- 13.1 To review the procedure:

**Agreed:** Amendment to paragraph 3, page 2: Reference to the Standards Board for England had been superseded by reference to s28 of The Localism Act 2011.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve the Corporate Complaints Procedure as amended.

**14 Risk Assessment of Public Sites and Lighting Stock:** (previously circulated)

- 14.1 To instigate the Annual Review:

**Agreed:** To allocate responsibility for Public Areas as follows:

- i) Allotments: Cllrs Bodley-Scott and Coles
- ii) Cemetery: Cllrs Ramsay and Robbins
- iii) Bus Shelter and Stock Steps: Cllrs Gelder and Tomlin
- iv) Mill Lane Ford: Cllrs Bennett and Gelder
- v) Footpaths: Cllrs Bennett and Tomlin
- vi) Seats around the Village: Cllrs Bodley-Scott and Davies
- vii) Portway Pocket Park: Cllrs Cash and Davies

**Agreed:** To retain existing allocations in respect of Lighting Stock.

**Action:** All Councillors (report back at the next Ordinary Meeting to be held 9<sup>th</sup> July 2012); the Clerk (Agenda item)

**15 Action Plan 2012/2013:**

15.1 To approve the Action Plan 2012/2013: (Reformatted version presented to the Meeting)

**Agreed:** To invite comments on the document prior to completion of final draft for approval at the next Ordinary Meeting of the Parish Council to be held on 9<sup>th</sup> July 2012.

**Action:** All Councillors (send comments to Cllr Bennett by 18<sup>th</sup> June 2012); Cllrs Bennett and Gelder (final draft); the Clerk (Agenda item)

**16 Emergency Plan:**

16.1 To re-schedule the date of the Trial Run originally set for 18<sup>th</sup> June 2012:

**Agreed:** To hold the Trial Run at 7.30 p.m. on 10<sup>th</sup> July 2012.

**17 Highway Matters:** (Action Plan Objective)

17.1 VAS data collection: Review: Following a site visit on 8<sup>th</sup> June 2012 with the maintenance representative, Cllrs Tomlin and Bennett had downloaded data using a faster, more reliable and effective collection method.

**Action:** Cllr Bennett (data analysis)

17.2 Street Doctor Updates: **None.**

**18 Correspondence:**

18.1 To consider items of Correspondence: **None.**

18.2 Items received since the previous Meeting:

18.2.1 Northants CALC: Update May 2012 issue.

**19 Diamond Jubilee Celebrations: Review:**

**Agreed:**

i) That the Celebrations had been very successful with tremendous community engagement

ii) To send letters of thanks to Mr Jamie Bodley-Scott, Co-ordinator and the Jubilee Committee and to Colonel Charles Hamilton, RAF Croughton

**Action:** the Clerk

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

i) Unkempt allotment plot

ii) Go Slow signs for Portway

**21 To receive items for the next Parish Council Meeting - Monday 9<sup>th</sup> July 2012:**

**None.**

The Meeting ended at 8.45 p.m.

Signed: \_\_\_\_\_ Date: 9<sup>th</sup> July 2012

Chairman

Chairman's Initials \_\_\_\_\_