

# Croughton Parish Council



## Minutes of Croughton Annual Parish Council Meeting Held on Monday 8<sup>th</sup> July 2013 at 7.30 p.m. in Croughton Village Hall

### Present

Councillor Brian Tomlin - Chairman  
Councillor Margaret Bennett  
Councillor Rodney Cash  
Councillor Jean Coles  
Councillor Penny Forbes  
Councillor Pamela Gelder

### Absent

Councillor Fran Bodley-Scott  
Councillor Trevor Davies  
Councillor Rob Robbins

**In Attendance:** Mrs Ann Le Druillenec (Clerk)

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

Cllr Bodley-Scott: Holiday  
Cllr Davies: Speaking engagement  
Cllr Robbins: Business

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

### 2 To Receive Requests for Dispensations:

None.

### 3 To invite Declarations of Interest:

Councillor	Agenda item	Reason for declaring Interest
Coles	8.1.5 Application No. S/2013/0831/FUL	Personal- related to Agent

Noted.

### 4 Public Participation: Members of the Public may speak to Agenda items: Eight members of the Public were present.

The Chairman invited Mr Jeremy Preston to speak:

i) Agenda Items Nos. 8.1.3, 8.1.4: Mr Preston outlined the planning history, planning approval granted in 2012, and subsequent breach of condition notice served on the property, leading to submission of the current applications (Nos. S/2013/0803/FUL; S/2013/0804/LBC) Mr Preston drew the Council's attention to the construction of a solid boundary wall between the House and the Stables and the implications for a shared access; the impractical dimensions of the turning circle, a feature that had been disallowed originally; the lowering of the highway kerb to provide access of only 3 metres; and queried the purpose of the access as described in the Design and Access Statement.

Mr Preston wished to see the applications refused in favour of the 2012 Application.

ii) Agenda Item No. 8.1.5: Mr Preston commented on the following aspects:  
The lack of a Design and Access Statement; the existence of a current access; that the drawings did not accurately represent the proposal as no pedestrian gate was shown; the full impact on the wall (20% would be required to be taken out) which stood within the curtilage of a Grade II listed building; the impact on the proposal on the protected yew trees on site; the absence of a Wildlife Survey and of a Traffic Survey; security issues.

The Chairman invited Mr Tim Smart to speak:

i) Agenda Items Nos. 8.1.3, 8.1.4: Mr Smart supported the case put by Mr Preston. Croughton House West and The Stables should be viewed as a unity, with parking to the rear via a shared access.

## 5 To Change the Order of Business:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Gelder to take item 8 Planning next.

## 6 Planning:

### 6.1 Applications:

6.1.1 Application No: S/2013/0737/FUL

Proposal: Single story front extension to garage

Location: 16a Mill Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69420>

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Cash to offer NO OBJECTIONS.

6.1.2 Application No: S/2013/0735/FUL

Proposal: Balcony and dorma window to rear

Location: 16A Mill Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69419>

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Coles to offer NO OBJECTIONS.

6.1.3 Application No: S/2013/0803/FUL

Proposal: Porch to front & enlarge opening of gate

Location: Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69390>

6.1.4 Application No: S/2013/0804/LBC

Proposal: Porch to front & enlarge opening of gate

Location: Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=693901>

The Council considered the above applications simultaneously.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Bennett to OBJECT on the following grounds:

i) The original scheme should be adhered to.

ii) The proposal should be considered alongside The Stables and viewed in relation to the whole site.

iii) Parking should be to the rear with a shared access.

6.1.5 Application No: S/2013/0831/FUL

Proposal: New pedestrian access and gate

Location: Adjacent to 8 Park End, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69590>

Cllr Coles had declared a Personal Interest.

The Council Noted that the drawings were inadequate and that there was no Design and Access Statement.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Cash to OBJECT on the following grounds:

- i) To preserve the integrity of this very old historical wall
- ii) Access to the paddock already exists and is from the Stable Yard
- iii) Highway Safety: An access at this point would be likely to create a traffic hazard.

**6.2 Notices of Decision:**

6.2.1 Application No: S/2013/0445/LDP REFUSAL

Proposal: Removal of polycarbonate roof from existing conservatory and replacing with an insulated roof conversion system finished with a Tapco slate example can be seen at [www.guardianconservatoryroofs.co.uk](http://www.guardianconservatoryroofs.co.uk)

Location: Fig Tree House, 55 High Street, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=69062>

6.2.2 Application No: S/2013/0475/EXT APPROVAL

Proposal: Extension to time limit on S/2010/0184/FUL. Five stables, tackroom, separate feed/bedding store and parking facilities

Location: Land to the north of Park End, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=690111>

6.2.3 Application No: S/2013/0524/FUL REFUSAL

Proposal: Conversion of redundant stables to single dwelling

Location: The Stables, Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=690144>

6.2.4 Application No: S/2013/0524/FUL REFUSAL

Proposal: Conversion of redundant stables to single dwelling

Location: The Stables, Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=690145>

**Noted.**

- 6.3 SNC Settlements Development Management Local Plan: To Note correspondence of 11<sup>th</sup> June 2013 in respect of slippage in progress:

**Noted.**

- 7 To approve the Minutes of the Parish Council Meeting held 10<sup>th</sup> June 2013:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Coles to Approve the Minutes of the Parish Council Meeting held 10<sup>th</sup> June 2013.

- 8 Matters Arising from the Minutes of the Meeting held 10<sup>th</sup> June 2013 not on the Agenda: For Information:**

- 8.1 Clerk's Report: (previously distributed)

Minute No. 11.1: Allotment Waiting List: There are 2 names on the Waiting List.

Croughton Active: Next Session planned for 17<sup>th</sup> July 2013 will not take place. An alternative date in July is being arranged.

Minute No. 10: Annual Return: Submitted 12<sup>th</sup> June 2013

Other:

- i) Cllr Ken Melling: A card of condolence has been sent to Mrs Melling. NCC bye-election will be held in due course.

- 9 Finance Matters:**

- 9.1 Receipts & payments and balance of bank accounts:

Community Account: £1,050.03 (01.07.13)

Direct Access Account: £20,932.31 (01.07.13)

## 9.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BTplc	Telephony Q01701 1Y	£225.58	£37.59	
102424	A H Contracts	Inv. 6824 dog waste bin emptying	£24.00	£4.00	
102425	Texprep	Inv. 20172 newsletter	£66.80		
102426	M Dempsey	Inv. 998Grasscutting	£855.00		
102427	E.ON	Electricity Q2 Apr-Jun13	£411.92	£68.65	
102428	E.ON	Lighting Maintenance Inv. 037955	£246.73	£41.12	
102429	A Le Druillenec	Salary Month 4	£316.95		
102430	HMRC	Tax Month 4	£70.80		

## 9.3 To note Receipts:

Date	Payer	Description	Amount
June 2013	Tenants	Allotment Rent	£68.10
05.06.13	Y Tapping	Advert June 2013 Newsletter	£8.00
17.06.13	Mid Counties Co-Op	Tablet Memorial Garden Plot1	£35.00
24.06.13	Banbury Memorials	Headstones Plots 843; 843A	£70.00

**10 Training:**

10.1 To consider Training needs: (NALC Training Calendar July-October 2013 previously distributed)  
Cllr Forbes had a place on the Off to a Flying Start course to be held 10<sup>th</sup> July 2013.

10.2 To receive reports on sessions attended:

10.2.1 SNC Planning Session: 20<sup>th</sup> June 2013: (Presentation previously distributed)  
Attended by Cllr Gelder.

i) Neighbourhood Plans: Yardley Gobion's Neighbourhood Plan was out for consultation. It had cost £20,000. The SNC Settlements Local Plan was considered robust enough not to warrant Parishes producing a Neighbourhood Plan.

ii) Housing need: Villages need to show they meet their own particular needs, despite housing need having been met in rural areas. There was a trend towards major applications.

ii) Issues Paper: More events were planned for the Autumn.

iii) Compliance with planning conditions: Non-compliance becomes a criminal offence upon the expiry of the enforcement period except in the case of a Listed Building when the offence is automatic.

**Noted.**

10.2.2 Northants CALC: Inaugural West Northamptonshire Parish Forum: 26<sup>th</sup> June 2013:  
(Report previously distributed) Attended by Cllrs Coles and Forbes.

Sessions attended:

Highways; Social Media; Precept and Council Tax Grants; Joint Electricity Buying.

**Noted.****11 Action Plan 2013/2014:**

11.1 Councillor Reports:

11.1.1 Cllr Tomlin: HS2: Reported on the exhibition at Brackley on 14<sup>th</sup> June, particular the Environmental Study and noise levels.

11.1.2 Cllr Gelder: RAF Croughton: Spoke to a written progress report covering the following:

i) Communication with the Parish Council and the village: Monthly Newsletter articles not yet commenced. Two group visits in May and June 2013 RAF Croughton very successful; Changes in personnel at the Base.

ii) Communications with other Croughton village organisations: Church and School

iii) British American Committee: Roles of Representatives

iv) Community Service: The Base is willing to help and will contact the Clerk as and when.

v) On-going Liaison: Every 6 months.

## 11.2 Councillor Actions:

## 11.2.1 Highways Updates:

## 11.2.1.1 B4031 carriageway works:

i) Tar and chippings dressing to carriageway from Charlton Road to B4100 Aynho corner: Completed.

ii) Micro asphaltting to carriageway form Park End to Blenheim: To commence first week in August 2013.

11.2.1.2 Bus Layby parking provision: Helen Howard, Community Liaison Officer, Northamptonshire Highways has advised that a parking area in the same lay by as a protected bus stop would not be considered. Buses need sufficient room for manoeuvre in and out of the lay by with ease.

11.2.1.3 Wheelers Rise carriageway works: Carriageway planing and resurfacing is scheduled for September 2013.

## 11.2.2 Allotments:

11.2.2.1 To discuss future maintenance the wall and whether to apply to the SNC Community Enhancement Fund: the Conservation Officer, SNC has advised that an application would need to relate to a different section of wall to that grant funded and repaired in 2003/2004.

**Action:** Cllr Tomlin (follow up)

11.2.3 VAS Data report: (Report for Jan-Dec 2012 previously distributed)

Trends reported in Q3 were borne out in general by the current report.

The Council was in favour of 6 monthly reports and year on year data comparisons.

**Action:** Cllr Bennett (data storage and reporting)

11.2.4 Health & Safety Review of Parish Sites and Lighting Stock: To consider feedback and any recommended actions: (Feedback previously distributed)

## a) Feedback on Parish Sites:

Location	Hazard	Action required
1. Allotments: 1.1 Plot 2: 1.2 Plot 12C/D: 1.3 Plot 14: 1.4 Plots 21& 22:	Wooden post-trip Metal bars-trip Pigsty-injury Dividing path-injury	Remove Remove Clear debris, dismantle Create wider path
2. Cemetery:	<b>None</b>	<b>None</b>
3. Bus Shelter and Stock Steps: 3.1 Roof to the rear 3.2 SW and lower rear sides	Missing shingle <b>None</b>	Replace Apply wood stain
4. Mill Lane Ford: 4.1 Meeting Point Road/Ford	Drop in road levels	<b>Note:</b> Reported to Street Doctor <b>Note:</b> Abuse of SLOW sign reported to Northants Police
5. Pavements: 5.1 Blenheim: 5.2 High Street: Track to Allotments near manhole School carpark entrance 15 High Street: 5.3 Wheelers Rise: No. 41: No. 36: Approach to garages adj to fence No. 18: Steps by seat 5.4 Park End: No 7: 5.5 Portway Drive: No 8: No. 11:	<b>None</b>  Hole - trip Manhole sharp edges- injury Manhole surround- trip  Utility channel sinking- trip Drain cover proud - trip Sunken pavement- trip Condition of edges/rear-trip  Protruding kerb-trip  Manhole surrounds-trip Loose kerbstone-trip	<b>None</b>  Fill in hole Replace cover Reset manhole cover  Fill channel to correct height Reset Infill Reinforce edges, re-concrete  Re-set kerbstones  Re-set Re-set

Location	Hazard	Action required
6. Seats:		
6.1 o/s Cemetery, Brackley Road	<b>None</b>	Clean, sand, treat
6.2 High Street/Brackley Road	<b>None</b>	Clean, sand, treat
6.3 Mill Lane	Bolt missing-injury	Fit new bolt
6.4 Park End(path to P/way Cresc)	<b>None</b>	<b>None</b>
6.5 Park End at Roundabout	<b>None</b>	Clean, sand, treat
6.6 Portway	<b>None</b>	Clean, sand, treat
6.7 Wheelers Rise	<b>None</b>	Clean, sand, treat
7. Portway Pocket Park:		
7.1 Boundary 23 Portway Drive/PPP	Broken fence-injury	Adapt fence-consult with owner
7.2 Shed area	Wood- fire and theft	Secure-advise Friends of PPP
7.3 Behind car park	Fly tipping	Erect notice

**Noted.****Agreed:** To report section 5. Pavements feedback to Street Doctor**Action:** Cllr Tomlin

## b) Feedback on Lighting Stock:

Area 1	
Lamp Number	Comments/Action
1, Park End	Lamp obscured, tree branch needs lopping
48, Park End	Lamp is smaller than other lights
49, Park End	Cover to box is missing. Lamp is smaller than other lights
55, Park End	Box and lamp not visible - ivy needs removing from pole
Area 2	
Lamp Number	Comments/Action
7, High Street	Vine growing up pole- needs removing
Area 3	Comments/Action
<b>None</b>	<b>None</b>
Area 4	
Lamp Number	Comments/Action
25, Wheelers Rise	Access secured with wire. Fibreglass pole
Area 5	
Lamp Number	Comments/Action
37, Portway Drive	Vegetation/clematis growing up pole

**Agreed:** To follow up.**Action:** Chairman and the Clerk

10.2.4.1 To Approve the replacement of Lamps No. 30 and 39 at a total cost per lamp of £764.00 + vat:

It was **Noted** that the money would come from designated Reserves.**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Gelder to accept the quotation in the sum of £764.0 + vat in respect of replacement Lamps Nos. 30 and 39.**Action:** the Clerk (place order)

10.2.5: Emergency Response Plan: To consider recommendations for additional kit:

**Agreed:** To defer this item to the next Ordinary Meeting of the Parish Council to be held 12<sup>th</sup> August 2013.

10.2.6: Life-Saving Equipment Project: To consider whether to proceed: Cllr Tomlin reported on the Heartstart Scheme. Cost of equipment £1,200 + publicly accessible storage cabinet £200.

**Agreed:** To consider inviting a local speaker to a future meeting in the Autumn.**Action:** Cllr Tomlin (follow up)

- 10.3 Community Engagement:
- 10.3.1 Affordable Housing : Update on progress: Cllr Tomlin had taken part in the site photo shoot on 11<sup>th</sup> June 2013. Tenders were now in and this should determine if any funding for a footpath along the Brackley Road was likely.  
Prospective start date: September 2013.  
**Note:** Mr Paul Wootton, Orbit Housing and Mr Neil Gilliver, Northants Rural Housing Association will update the Parish Council at 7 p.m. on 12<sup>th</sup> August 2013.
- 10.3.2 Community Engagement:
- 10.3.2.1 Croughton Village Plan: To Approve revisions to the Supplement:  
(previously distributed)
- RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Forbes to Approve the revised Supplement.
- 10.3.3 Our Environment: To consider environmentally friendly street lighting and energy efficiency measures: (paper previously distributed on CPC discussion held 13<sup>th</sup> February 2012)  
In February 2012 the Parish Council had considered against options to make savings on existing lighting through either the fitting of control gear or changing from an All Night to a Part Night Lighting Schedule.  
**Agreed:** To keep the situation under review and to consider budget provision for changing to a white light lanterns and the replacement of fibreglass columns.  
**Action:** the Clerk (Agenda item October 2013)
- 10.4 Policies, Plans and Procedures:
- 10.4.1 To review and update Action Plan 2013/2014: (Updated Action Plan previously distributed)  
The Clerk and Cllr Forbes will meet up in July 2013 to carry out the Internal Control Checks for Q1 of YE 31<sup>st</sup> March 2014.  
**Noted.**
- 10.4.2 To consider Newsletter Sponsorship:  
A new sponsor will be required from October 2013.
- 10.4.3 To update Policy for Advertising on the Website: (Progress report previously distributed)  
Proposal: (subject to feasibility as advised by web designer)
- i) To make changes in relation to the advertising square of each page and invite adverts at £10 per month
  - ii) To create a newsfeed for advertising and set rates for profit and not for profit organisations for prescribed size adverts
  - iii) To alter the local businesses page to accommodate business contact details for a single payment £5 fee in perpetuity at discretion of Council.
- Noted.**
- 10.4.3.1 Responsibility for putting adverts on the website:  
**Agreed:** That this needed to be clarified.
- 12 Correspondence:**
- 13.1 Police & Crime Commissioner: Small Grants Programme: Re. sustainable ideas to reduce crime, disorder or antisocial behaviour in local areas, to prevent crime issues developing and to help support victims of crime. Grants of between £500 and £5,000 were available using the Proceeds of Crime Act Fund. **Noted.**
- 13 Any Other Business: For Information and at the discretion of the Chairman:**
- 13.1 Rumble Strips B4031: Not reinstated.
- 13.2 Rectangular sign on north side of High Street by School: Too low.  
**Action:** Cllr Tomlin (report)
- 13.3 Brackley Hospital Trust: Notes of update presented 3<sup>rd</sup> July 2013 to follow.

**14 To receive items for the next Parish Council Meeting - Monday 12<sup>th</sup> August 2013:**

**None.**

The Meeting ended at 9.05 p.m.

Signed: \_\_\_\_\_ Date: 12<sup>th</sup> August 2013  
Chairman