

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 15th April 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)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Cash: Holiday

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve the Reason for Absence submitted by Cllr Cash.

2 To receive requests for Dispensations:

None

3 To invite Declarations of Interest:

Cllr Coles declared a personal interest in Item 12: Pigsty at Allotment Plot 1.
Reason: Tenant

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

None.

5 To approve the Minutes of Parish Council Meeting held 11th March 2013: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Minutes of the Meeting held 11th March 2013.

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

6.1 Clerk's Report: (previously distributed)

1. Meeting held 11th March 2013:

Minute No. 12.1.4: Poor's Allotment Trustee Vacancy: The notice in the April issue of the Croughton News has generated some interest. Deadline is 1st May 2013. The Council may wish to consider a procedure for appointments.

Minute No. 12.4.1: Internal Audit for YE 31st March 2013: 16th May 2013.

Minute No. 14: Grasscutting Contract 2013: Mr Dempsey has accepted the conditions and has confirmed that his prices will remain unchanged for 2014 and 2015.

2. Other:

i) Allotments:

Plot No. 22 has become vacant and existing tenants given the opportunity to exchange plots, prior to the plot being offered to the person on the Waiting List.

A request for a plot has been received from a person who works in Croughton and lives in Brackley. The Clerk has explained that the Parish Council Policy gives priority to Croughton residents.

The tenant of Plot No. 6 has, on request, removed the wooden enclosure built to house compost bins on the south of the plot, and been advised to submit a request in writing for permission to have a storage structure on the northern end of the plot.

Rent demands for the first half year have been issued and tenants on the south side of the site notified of the Council's intention to create a footpath alongside the wall.

ii) Bus Assets and Shelters: Northamptonshire Highways is developing a system for managing its bus stop assets. This will not include the bus shelter in the High Street, Croughton.

6.2 Chairman's Update:

Minute No. 19.1: Gateridge Paddocks: Cllr Tomlin had met the contractor on site to discuss concerns including the use of a more suitable access for vehicles transporting heavy loads and the unacceptability of the hard core that had been put down. Work was due to be completed at the end of the week. Grass verges would be reinstated the following week and the area made tidy.

Noted.

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts 02.04.13:

Barclays: Community Account: £1,030.96; Business Direct Access: £16,858.46

7.2 To Approve the Payments:

Cheque No	Payee	Description	Total	vat
DD	BT plc	Telephony Q01601 YY	£214.57	£35.76
102399	A H Contracts	Inv. 6622 dog waste bin emptying	£24.00 ¹	£4.00 ¹
102400	Texprep	Inv. 20002 newsletter	£66.80	
102401	SNC	Non Domestic rates Cemetery	£133.98	
102402	Northants CALC	Inv. 3777 Membership Subs £175.82 Internal Audit Service £145.00	£320.82	
102403	A Le Druillenec	Salary Month 1	£317.15	
102404	HMRC	Tax Month 1	£70.60	

¹ Amended amount to that published in Agenda. **Noted.**

Additional Payments received after publication of Agenda:

Cheque No	Payee	Description	Total	vat
102405	E.ON	Electricity Period January - March 2013	£406.69	£67.78
102406	J Coles	Reimbursement Refreshments APA 2013	£6.88	

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

Action: the Clerk (ratification of Additional Payments)

7.4 To Note Receipts:

Date	Payee	Description	Amount
March 2013	Tenants	Allotment Rent	£24.90
April 2013	Tenants	Allotment Rent	£54.40

Noted.

- 7.5 To Note the date of the External Audit: 1st July 2013: **Noted.**
- 7.6 To review the level of Fidelity Guarantee:
 Calculated as balance carried forward at end of year plus first half instalment of the Precept:
 Approx. £17,000 + £8,500 = £25,500 recommended level of Fidelity Guarantee.
 The CPC insurance policy has cover in the sum of £100,000. This is the standard amount for
 Came & Company.
 It was **Noted** that the External Auditor expects Councils to review its level of Fidelity
 Guarantee annually.
Agreed: That the level of Fidelity Guarantee was adequate.
No action required.

8 **Planning:**

- 8.1 **Applications: None.**

8.2 **Notices of Decision:**

8.2.1 No. S/2013/0152/FUL APPROVAL

Proposal: Agricultural building for storage
 Location: Gateridge Farm, Croughton

8.2.2 No. S/2013/0145/FUL APPROVAL

Proposal: Erection of an aerial mast adjacent to Building 4
 Location: Building 4 Defence Estates RAF Croughton, Croughton

8.2.3 No. S/2013/0204/LDP FOR INFORMATION ONLY APPROVAL

Proposal: Certificate of lawfulness for a proposed rear roof extension and window to side
 Location: 4 Portway Drive, Croughton NN13 5NA

9 **New Homes Bonus Consultation:**

- 9.1 To comment on the SNC Policy document: (Deadline 31st May 2013)
 (SNC Cabinet Report consultation previously distributed and in circulation;
 draft response from Potterspurty Parish Council previously distributed)

Agreed: To defer to the next Meeting of the Parish Council to be held 13th May 2013.

10 **Community Infrastructure Levy:**

- 10.1 To comment on the SNC preliminary draft Charging Schedule: (Deadline 29th April 2013)
 (previously distributed and in circulation)

Agreed: To accept comments generated from the circulation of the Charging Schedule.

Action: Cllrs Bodley-Scott and Bennett (formulate a response based on comments received)

11 **Training:**

- 11.1 To consider Training needs:
 Cllr Forbes: Off to a Flying Start: 10th July 2013 Venue: Litchborough
Agreed: That Cllr Forbes attends, in preference to the earlier course on 18th May in Raunds.
Action: the Clerk (reserve place)
- 11.1.1 CPRE Planning Road Show: 1st May 2012 Great Houghton:
Agreed: Cllr Tomlin to attend at a cost of £29.00.
Action: the Clerk (reserve place)

12 **Allotments:**

- 12.1 Pigsty at Plot 1: To decide a course of action:
 Cllrs Bodley-Scott and Robbins circulated photographs of the pigsty.
 Its condition was adjudged to be unsafe.
 The Council considered various options:
 i) Restore the pigsty to its former state:

Agreed: That this option was not considered viable for reasons of cost.

ii) Clear the site:

Cost: Reclamation Yard to knock down and retain stone: £600

Volunteer help (RAF Croughton or British Trust for Conservation Volunteers) and 2 skips at a cost per skip of £200

iii) Remove the roof timber, leave 2-3 foot high wall surround.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Robbins to take the following action on grounds of safety and economy:

i) Remove and Dispose of the tin roof

ii) Lower the gable end

ii) Investigate the means to retain a 3 foot high wall surround

Action: Cllrs Coles, Robbins and Tomlin

12.2 Creation of Path on the south side of the site: To agree to proceed:

Agreed:

i) To spray out the path up to maximum expenditure of £50.00.

Action: Cllr Bodley-Scott

ii) To accommodate a specific request from one tenant to allow uninterrupted cultivation of flowers until the Autumn.

Action: the Clerk (advise tenant)

12.3 Allotment Wall:

12.3.1 To explore funding sources: **Agreed.**

12.3.2 To complete the job to remove the ivy: **Agreed.**

12.3.3 To consider ongoing maintenance:

Agreed: That remedial work was needed in the form of partial repointing.

Action: Cllr Tomlin and the Clerk to pursue.

13 **Action Plan:**

13.1 Councillor Representative and Warden Updates:

13.1.1 Tree Warden: Cllr Bodley-Scott: No remit provided by the MGWSP ROW Team. Cables no longer in danger of interfering with the yew tree outside Croughton House

13.1.2 CPF&VH: Cllr Robbins:

Exterior Maintenance: Roof tiles had lifted on the front. Flashing had been replaced and new guttering fitted. The flower border is to be slabbed in the Summer, at a cost of £4,000, half of which would be provided by the Jubilee Fund.

Interior Maintenance: Decorated in 2012.

Hire Charges: To raise by 50p per hour, first increase in 5 years. Party bookings were lower.

13.2 Councillor Actions:

13.2.1 Website: To consider costs for the upgrade: Cllr Davies:

Software	Cost
Upgrade to Concrete 5 - open source content management system (to improve speed and efficiency of the site)	Free
Calendar Module (to allow for more coherent whole village planning and scheduling)	\$55
Discussion Forum Module (to enable online discussions)	\$55
Mailchimp (software to allow upgrades to email management system)	Free
Development work	£200
New host from June 2013	From £60 per yr

Funds available: Budget 2013/2014: £100

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to Approve the upgrade costs.

Action: Cllr Davies

- 13.3 **Community Engagement:**
 13.3.1 **Affordable Housing Development: Update:**
 Mr Neil Gilliver of Midlands Rural Housing had advised that:
 i) The development agent, Orbit Housing, had acquired the site
 ii) The tendering process was underway.
- 13.4 **Policies, Plans and Procedures**
 13.4.1 **To review the Policy on Special Meetings:** (previously distributed)
RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve the Policy on Special Meetings.
 13.4.2 **To review the Policy on Advertising in the Newsletter and on the Website:**
 (previously distributed)
Agreed:
 i) To include the statement that Commercial inserts were not accepted for the Newsletter.
 ii) That certain aspects of the policy relating to advertising on the Website were deficient:
 a) Village Life space
 b) Formats and pixel size
 c) Type of acceptable payments
 d) Offer of discounts for combined Newsletter and Website Advert
 e) Potential for revenue was dormant.
Agreed: To address these issues.
Action: Cllr Davies and Working Group
 13.4.3 **To Approve and sign off the Action Plan for 2013/2014:** (previously distributed)
RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Approve and sign off the Action Plan 2013-2014.
 The Chairman thanked Cllr Gelder for the detailed work she had done on this document.
- 14 **SNC Local Plan:**
 14.1 **To receive a report of the Working Party:** (report previously distributed)
 Apart from parking provision the items had all been rated as important by at least 50% of those who had responded.
Agreed: To defer consideration of how to take this forward and how to communicate the outcome with residents to the next Meeting of the Parish Council to be held 13th May 2013.
 14.2 **To recommend input from Croughton for inclusion in the SNC Local Plan:**
Agreed: To draft at the next Meeting of the Parish Council to be held 13th May 2013.
- 15 **Highway Matters:**
 15.1 **Safer Routes to School 20 mph zone:** Cllr Tomlin reported that progress was being made. Residents would be consulted. Funding was in place.
 15.2 **B4031 Carriageway Resurfacing Update:** Re- scheduled for 29th April 2013.
Noted.
- 16 **Annual Parish Assembly: 8th April 2013:**
 16.1 **To consider any feedback:**
Agreed: That the event had been very interesting, complemented by good Speakers and a wide representation of village groups.
- 17 **SNH Walkabout 10th April 2013:**
 17.1 **To receive a Report and consider any matters arising:**
 Present: Cllrs Coles and Forbes; tenants; Mrs Lynn Maher, Housing Officer, SNH. Cllr Coles reported on the Walkabout. The Housing Officer was dealing with the matter of the Camper Van at the Village Hall.

18 Correspondence:

18.1 To Consider: **None.**

18.2 For Information:

18.2.1 SNC 'Explore' publications promoting the District: Canals; Heritage; Family Fun:
Noted.

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

19.1 Western Power Distribution: Upgrade to sub-station to rear of the Reading Room to take place between 26th April and 3rd May 2013.

20 To receive items for the Annual Parish Council Meeting - Monday 13th May 2013:

None.

The Meeting ended at 9.20 p.m.

Signed: _____
Chairman

Date: 13th May 2013