

Croughton Parish Council



Minutes of Croughton Annual Parish Council Meeting Held on Monday 10th June 2013 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 Jean Coles
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent

Councillor Trevor Davies

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Davies: Work commitment

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

The Chairman drew Member's attention to Apologies and Reasons for Absence submitted by Cllr Davies for July, August and September 2013 and referred to section 85 of the Local Government Act 1972 (Persistent Absence).

Agreed: To consider Apologies and Reasons for Absence on a monthly basis.

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 Annual Parish Council Meeting held 13th May 2013: (previously distributed)

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Bodley-Scott to Approve the Minutes of the Annual Parish Council Meeting held 13th May 2013.

6 Matters Arising from the Minutes of the Annual Parish Council Meeting not on the Agenda: For Information:

- 61.1 Clerk's Report: (previously distributed)
 Minute No. 11.1: Allotment Waiting List: There are 4 names on the Waiting List. Two tenants have indicated their wish to relinquish their full size plots.
 Tool shed request: The tenant has been granted permission.

Minute No: 12.7: Reserves: Cemetery Designated Funds:

Year	Budget	Payments	Total Funds
2009/2010	£500		£500
2010/2011	Nil	May 2010: £339.82 Trees Feb 2011: £4.60 Tree Guards	£155.58
2011/2012	Nil	Dec 2011: £283.37 Slabs Memorial Garden £23.17 Replacement Trees	Nil (£150.96 overspend)
2012/2103	Nil		Nil
2013/2014	Nil		Nil

Noted.

Minute No. 14.1: Awards for All: Maintenance of the Allotment Wall would not meet the criteria of the Pilot scheme. Projects were required to meet four outcomes:

- i) People have better chances in life
- ii) Stronger communities
- iii Improved rural and urban environment
- iv) Healthier and more active people and communities.

Minute No. 18.1: Insurance for events held on Parish Council land: No change. Unless the event is organised by the Parish Council, the organising group is required to arrange its own Public Liability insurance. The Parish Council's policy would not extend to cover the event. This applies to an event such as a social event organised by Allotment Tenants on the Allotments site. Event insurance is available online. It is not necessary to engage the services of a Broker.

Minute No. 15: New Homes Bonus: Response submitted.

Minute No. 20.4: Footpaths Warden: Mrs Margaret Rings has accepted the role and will contact Colin Wicks, ROW Officer and Paul Jones for information.

Other:

- i) Village Networks: Mr Nick King, snvb had taken delivery of the Mobile Exhibition Vehicle after a delay of 16 months. A 2013 tour schedule has been arranged:

Date	Stop 1	Time	Stop 2	Time
5 th August	Village Hall	12.30 p.m. - 2 p.m.	Blackbird PH car park	2 p.m. - 4 p.m.
2 nd September	Village Hall	12.30 p.m. - 2 p.m.	Blackbird PH car park	2 p.m. - 4 p.m.
7 th October	Village Hall	12.30 p.m. - 2 p.m.	Blackbird PH car park	2 p.m. - 4 p.m.

- ii) Croughton Active: Next session: 12th June 2013 6 p.m. - 7.30 p.m. Playing Field at Village Hall or Reading Room if raining and/or wet.

7 Finance Matters:

- 7.1 Receipts & payments and balance of bank accounts:
 Barclays Bank: Community Account: £7,676.48 (03.06.13)
 Barclays Bank: Business Direct Access Account: £15,432.31 (03.06.13)

7.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
102412	F Bodley-Scott	Mileage exp. Litchborough 29.04.13	£19.80		To Ratify
102416	R Robbins	Weedkiller-Allotments	£33.00		To Ratify
102418	A H Contracts	Inv.6774 dog waste bin emptying	£36.00	£6.00	
102419	Texprep	Inv. 20101 newsletter	£100.80		
102420	M Dempsey	Inv. 993 Grasscutting	£800.00		

Cheque No.	Payee	Description	Total	vat	Note
102421	A Le Druillenec	Salary Month 3	£317.15		
102422	HMRC	Tax Month 3	£70.60		
102423	A Le Druillenec	Reimbursement Anglian Water: £54.11 (Allotments £38.94; Cemetery £15.17) 1&1 Webhosting Start up fee £8.39	£62.50	£1.40	

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

7.3 To consider a grant in the sum of £10 to the Neighbourhood Watch Area Support Team. (NFAST):
Agreed: To make no grant.

7.4 To note Receipts:

Date	Payer	Description	Amount
May 2013	Tenants	Allotment Rent	£49.20
07.05.13	Y Tapping	Advert May 2013 Newsletter	£8.00
07.05.13	W J Franklin	Burial Fees Memorial Garden Plot 1	£55.00

Noted.

8 Planning:

8.1 Applications:

None.

8.2 Notices of Decision:

None.

9 To consider Training needs and receive reports on sessions attended:

9.1 Northants CALC: Inaugural West Northamptonshire Parish Forum: 26th June 2013: To appoint 2 delegates:

Agreed: To Appoint Cllr Forbes.
Action: the Clerk (reserve place)

9.2 SNC: Planning Presentation: 20th June 2013: To appoint two representatives:

Agreed: To Appoint Cllr Gelder.
Action: the Clerk (reserve place)

10 Statutory Matters:

10.1 Annual Return for YE 31st March 2013:

10.1.1 Section 1: Explanation of Variances: To Note: (previously distributed)

Noted.

10.1.2 Section 4: To consider the Internal Audit Report: (previously distributed)

There were no recommendations arising from the Report.

The Internal Auditor had signed off Section 4.

Noted.

10.1.3 Section 3: Update on preparations for External Audit:

External Audit date: 1st July 2013. The Notice of Appointment of the Date for the Exercise of Electors' Rights to inspect the Accounts for YE 31st March 2013 has been displayed for the regulatory period.

Noted.

- 10.2 To establish an Allotments Committee: (Standing Orders 1, 15-18 refer. NALC new model Standing Orders anticipated in the Summer 2013)

The Council discussed the need for transparency, formality, more stringent enforcement of the rules and how best to achieve this.
Terms of Reference would need to be drafted for any Group or Committee.

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

- i) Nominate two Parish Council representatives to act as the first points of contact and to liaise on an ad hoc basis with Allotment Tenants
- ii) Appoint Cllrs Bodley-Scott and Coles to this role
- iii) To publicise the names of the Parish Council representatives on the Site Noticeboard.

11 Appointment of Internal Controls Councillor:

- 11.1 To appoint the Internal Controls Councillor for 2013/2014:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bodley-Scott to Appoint Cllr Forbes as Internal Controls Councillor for 2013/2014.

12 Action Plan 2013/2014:

- 12.1 To agree Councillor, Representative and Warden Appointments:

12.1.1 Church Representative: **None.**

12.1.2 Croughton Active Representative. **None.**

- 12.2 Councillor Actions:

12.2.1 Highways:

12.2.1.1 Updates re. B4031 carriageway works:

i) Corner of the B4100 at Aynho to Charlton Road junction at Blenheim, Croughton: Tar and chippings programme commenced 7th June 2013. Road closure operating at certain times.

ii) Blenheim to Park End: July 2013 - Provisional date.

12.2.1.2 Update re. Safer Routes to School 20 mph zone: To be formally advertised. Northants Police have not yet indicated their support for the proposal.

12.2.1.3 Park End Chicane: Report on site meeting held 7th June 2013:

Attended by Cllrs Tomlin, Gelder, Coles and Forbes. Cllr Tomlin reported on the onsite discussion with the residents and Officers from Northamptonshire Highways. Mr Matthew Clarke, Assistant Community Liaison Officer, Northamptonshire Highways had confirmed that no action would be taken to modify the chicane's design.

12.2.1.4 Bus Layby: To agree on protected time limit - either 24 hours or 8 a.m. to 5 p.m.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Cash to:

- i) Request a protected time limit of 8 a.m. to 5 pm. Monday to Friday
- ii) Enquire of the practicality of designating part of the layby as a bus stop and part for car parking.

Action: Cllr Tomlin

12.2.1.5 Annual Parking Restriction Review 2012/2013 South Northants: Proposed Waiting Restrictions Park End: To confirm support for the proposal: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Cash to support the proposed waiting restrictions Ref. SN10 at Park End.

Action: the Clerk

- 12.2.2 Allotments:

12.2.2.1 To review action in respect of pigsty at Plot 1: Cllr Coles reported that the rubbish had been removed and two volunteers would complete the clearing up.

12.2.2.2 To Note progress in respect of creation of path to the south of the site: Ivy was resistant to the weedkiller. Weeds needed clearing from the back of the wall. Cllr Bodley-Scott was thanked for spraying the weeds.

Agreed:

- i) To plan the next course of action.
- ii) To rename the path that was being created as a 'margin'.

Action: Cllrs Tomlin, Robbins and Bodley-Scott (inspection)

12.2.2.3 Website upgrade report: Web hosting has been transferred to a different provider (1& 1) on a 12 month contract. Work is almost complete. Domain registration has not been altered - remains with LCN.

12.2.2.4 Cemetery: To consider potential maintenance work:

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Gelder to authorise payment to a maximum of £100 on replacement trees.

Action: Cllr Robbins

12.2.2.5 VAS Data report: Deferred to July 2013.

12.2.2.6 Health & Safety Review of Parish Sites and Lighting Stock: To commence assessment:

Agreed:

- i) To allocate responsibility as follows:

Parish Sites	Names
Allotments	Cllrs Bodley-Scott and Coles
Cemetery	Cllrs Robbins and Tomlin
Bus Shelter/Stock Steps	Cllr Cash
Mill Lane Ford	Cllrs Bennett and Forbes
Footpaths	Cllrs Bodley-Scott and Gelder
Seats	Cllrs Coles and Gelder
Portway Pocket Park	Cllrs Cash and Davies
Lighting Stock	Names
Area 1	Cllrs Forbes and Gelder
Area 2	Cllr Robbins
Area 3	Cllr Bennett
Area 4	Cllr Tomlin
Area 5	Cllr Cash

- ii) To report back to the next Ordinary Parish Council Meeting to be held 8th July 2013.

12.3 Community Engagement:

12.3.1 Affordable Housing : Update on progress: Cllr Tomlin reported:

- i) Tenders for the build contract are due back on 5th July 2013
- ii) Mr Paul Wootton, Orbit Housing, and Mr Neil Gilliver, Midlands Rural Housing Association, will update the Parish Council at 7 p.m. on 8th July 2013
- iii) Start date expected to be September 2013
- iv) SNC had contributed £90,000
- v) Photocall: 11th June 2013. Cllr Tomlin to attend.

Noted.

12.3.2 Community Engagement:

12.3.2.1 Croughton Village Plan: To discuss and agree content:

(draft Supplement to 2012-2014 Action Plan previously distributed)

The Council considered the three sections of the draft Supplement.

Agreed:

- i) The responsible person(s) for each activity

- ii) To remove the point 3, sub point 4 of Actions to be Taken, Activity 2 (Assist residents to access local employment opportunities), Section 2 (Rural Economy)
- iii) To re-word point 2 of Actions to be Taken, Activity 1 (Use of solar panels as a source of renewable energy), Section 3 (Our Environment)
- iv) To Approve final draft at the next CPC Ordinary Meeting to be held 8th July 2013.
Action: Cllr Gelder (finalise draft)

12.4 Policies, Plans and Procedures:

- 12.4.1 To update Policy for Advertising on the Website: No update available.
Action: Cllr Tomlin (email Cllr Davies)

13 Little Brook Ward Meeting: 15th July 2013 at Evenley:

(draft Minutes of previous Meeting previously distributed)

13.1 To suggest items for the Agenda:

None.

14 Correspondence:

- 14.1 HS2 Consultation: Exhibition at Brackley Town Hall on 14th June 2013:
(information previously distributed)

Noted.

Action: Cllr Tomlin to attend.

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

- 15.1 Brackley Hospital Trust: Cllr Coles
Progress Report: 7.30m p.m. 3rd July 2013: at Brackley Town Hall
- 15.2 Enquiry re. development sites: Cllr Tomlin

16 To receive items for the next Parish Council Meeting - Monday 8th July 2013:

None.

The Meeting ended at 9.15 p.m.

Signed: _____ Date: 8th July 2013
Chairman