

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 13<sup>th</sup> August 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 Pamela Gelder  
Councillor Rob Robbins

### Absent

Councillor Jean Coles  
Councillor Trevor Davies

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

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

Cllr Coles - Holiday  
Cllr Davies - Business Commitment

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Gelder to Approve the Reasons for Absence submitted by Cllrs Coles and Davies.

### 2 To invite Declarations of Interest:

None.

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

Mr Tim & Mrs Felicity Smart: Item 8.1.1 Application No. S.2012.0782/FUL& Item 8.1.2 Application No. S/2012/0783/LBC:

Mr Smart, owner of the adjacent neighbouring property commented on specific aspects of the proposal, as described in the Design and Access Statement.

Mr Smart drew attention to:

- i) The importance of restricting the conversion to a Single dwelling in order to avoid impact on parking area.
- ii) Paragraph 6: Side Door: Inaccurate description. Doorway filled in several years ago, only the arch remains.
- iii) Paragraph 7: Vents on wall facing Mr Smart's property: Essential to brick up the nine vents for reasons of privacy. No objection to filling in being recessed to retain design feature on the external façade.
- iv) Paragraph 8: Window to proposed ensuite: No fundamental objection provided the window were fixed, frosted and double glazed.
- v) Paragraph 3: Landscaping: Imprecise statement in respect of retention of 'noble' trees.
- vi) Paragraph 4: Removal of Wrought Iron Gate: No objection if space filled in with matching dry stone wall.
- v) Condition of existing wall separating the rear garden and Mr Smart's property: Verbal confirmation only from Architect re. repairs along its entire length. Impose a Condition?

*Mr & Mrs Smart withdrew from the Meeting.*

**4 To approve the Minutes of the Parish Council Meeting held 9<sup>th</sup> July 2012:**  
(previously distributed)

**RESOLVED:** It was proposed by Cllr Bennett and seconded by Cllr Cash to Approve the Minutes of the Meeting held 9<sup>th</sup> July 2012.

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

5.1 Clerk's Report: (previously distributed)

Minute No. 2.2: Code of Conduct: The Monitoring Officer has noted CPC's decision to adopt the NALC Code of Conduct. NCC intends to bring forward a revised version of the code that it adopted (and which was recommended for adoption by the Monitoring Officer). The Parish Council may subsequently decide whether to adopt the revised Code or continue with the NALC Code.

Minute No. 2.3: Register of Members' Interests:

i) The Monitoring Officer advised: 'The legislation on DPIs clearly stipulates that failure to notify the details of a spouse/partner's employment within 28 days of becoming a member or co-opted member is an offence. Similarly it is an offence to fail to notify an unregistered DPI if it arises at a meeting in the meantime.' **Noted.**

ii) The Department for Communities and Local Government published, on 2<sup>nd</sup> August 2012 a Guide for Councillors entitled 'Openness and Transparency on Personal Interests'. Copy distributed for reference.

Registers have been scanned and sent to the Monitoring Officer for posting on the website.

**Agreed:** To request that Member's signatures are not published.

**Action:** the Clerk

Minute No. 5.1 ii): Land Registry Search: It would appear that the car park and land behind were not sold by the developer who subsequently went into administration.

Minute No. 7: Norton Anti Virus software installed. Monitor purchased and included on the Asset Register. Total Fixed Asset Register Value: £918,378.00. **Noted.**

Minute No. 13: Community Speedwatch: Training session for volunteers will be held from 10 a.m. - 12 noon on Tuesday 4<sup>th</sup> September 2012 in Croughton Village Hall.

2. Other:

2.1 Grasscutting: Portway Pocket Park received its second cut on 19<sup>th</sup> July 2012.

2.2 Extension of 30 mph speed limits at Portway and Brackley Road: Completed.

2.3 Annual Return YE 31<sup>st</sup> March 2012: The External Auditor had completed the Audit and signed off Section 3. There were no issues arising. **Noted.**

3. The Localism Act 2011 Training delivered by Northants CALC on 10<sup>th</sup> July 2012: Training material circulated for information:-

i) Local Councils and the Localism Act 2011

ii) The General Power of Competence

iii) National Planning Policy Framework

iv) Information Sheet

**6 Casual Vacancy:**

6.1 To consider a process to fill the vacancy arising from the resignation of Cllr Ramsay:

The Notice had been advertised for the statutory period. Electoral Services, SNC had not received a request for a poll and had advised that the Parish Council could proceed to co-opt.

No expressions of interest had been received.

**Agreed:**

i) To advertise the vacancy in the Newsletter.

ii) To send a letter of thanks to Mrs Ramsay for her service to the Parish Council.

**Action:** the Clerk

**7 Finance Matters:**

7.1 Receipts & payments and balance of bank accounts 02.08.12:

Barclays: Community Account: £1,393.29; Business Direct Access: £17,058.46

## 7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
102334	A H Contracts	Inv. 6270 dog waste bin emptying	£24.00	£4.00
102335	Texprep	Inv. 19592 newsletter	£66.80	
102336	M Dempsey	Inv. 941 Grasscutting	£800.00	
102337	E.ON	Inv. 029281 Maintenance	£205.61	£41.12
102338	E.ON	HD3D7AFCB electricity	£417.73	£69.62
102339	A Le Druillenec	Salary Month 5	£315.75	
102340	HMRC	Tax Month 5	£72.00	
102341	A Le Druillenec	Reimbursement: Land Registry £16.00 Norton Anti Virus £27.00 Monitor £79.99 Postage 90p	£123.89	£13.33

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

## 7.2.1 Additional Payment:

Cheque No	Payee	Description	Total	vat
102342	S Chessum	Mortar mix- Pigsties at Allotments	£17.34	£2.89

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Bennett to Approve the Additional Payment.

## 7.3 To renew the domain registration croughton.org.uk at a cost of £6.00 + vat for a period of 2 years:

**RESOLVED:** It was proposed by Cllr Bodley-Scott and seconded by Cllr Gelder to Approve renewal of the domain registration.

**Action:** the Clerk

## 7.4 To note Receipts:

Date	Payer	Description	Amount
04.07.12	Western Power Distribution	Wayleave P004870 44	£4.60
23.07.12	J&M Humphris	Inscription Plot 571 Mem 116	£20.00
25.07.12	SNC	Advert	£30.00

**Noted.**

## 7.5 To note the Report of the Internal Control Councillor for Quarter 1, 2012/13: (previously distributed)

**Noted** with thanks to Cllr Bennett for her efficient execution of the task.

## 8 Planning:

## 8.1 Applications:

## 8.1.1 Application No. S/2012/0782/FUL

Proposal: Conversion of redundant stables to dwelling

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

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67270>

## 8.1.2 Application No. S/2012/0783/LBC

Proposal: Conversion of redundant stables to dwelling

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

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67271>

Application Nos. S/2012/0782/FUL and S/2012.0783/LBC were taken together. The Council considered the comments made during Public Participation.

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Bodley-Scott to make No Objections to the conversion into a single dwelling provided that:

- i) the single obscure window on the ground floor is fixed
- ii) sympathetic building materials are used.

8.1.3 Application No. S/2012/0890/DEM

Proposal: Demolition of building 140 (existing medical/dental clinic)

Location: Royal Air Force 422 CES/CEPM RAF Croughton Brackley

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67447>

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

8.1.4 Application No. S/2012/0889/MAF

Proposal: Replacement two storey dental and medical clinic

Location: Royal Air Force 422 CES/CEPM RAF Croughton Brackley

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67231>

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Robbins to make No Objections.

## 8.2 Notices of Decision:

8.2.1 Application No. S/2012/0707/FUL APPROVAL

Proposal: Variation of condition 2 of planning permission S/2011/108/FUL to alter windows, change garage size, materials and gate

Location: Trinity House, 2a Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67163>

8.2.2 Application No. S/2012/0688/TCA NO OBJECTIONS

Proposal: Works to Yew tree to crown thin by 15% and reduce by 20%

Location: Lingholm 1 High Street, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=67188>

8.2.3 Application No. S/2012/0229/FUL APPROVAL

Proposal: Pitched over garage with provision for study/studio, link from garage to dwelling and summer house

Location: Sax View, 1 Blenheim, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=66500>

8.2.4 Application No. S/2012/0224/FUL APPROVAL

Proposal: Front Porch, replacement window and French doors, new opening to north section of garden wall and extension to west side garden wall (re-submission of S/2011/1280/FUL and S/2011/1281/LBC

Location: Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=66504>

8.2.5 Application No. S/2012/0225/LBC APPROVAL

Proposal: New Front Porch, replacement window and French doors, new opening to north section of garden wall and associated works (re-submission of S/2011/1280/FUL and S/2011/1281/LBC

Location: Croughton House West, Church Lane, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=665479>

### Noted.

## 8.3 West Northamptonshire Joint Core Strategy: Proposed changes:

8.3.1 Parish Council Briefing, 7<sup>th</sup> August 2012: To receive a report:

Cllr Tomlin had attended the Briefing and reported on the latest alterations to the Strategy:  
i) Reduced housing figures for the District - 19,810 (21,370); revised housing allocations for villages according to size. Cllr Tomlin did not believe that there was any housing pressure on Croughton.

ii) Increase in number of jobs in West Northamptonshire - 19,000 (16,000)

iii) Changes in affordable housing quotas - 50% in rural areas, potentially subject to viability of the site

iv) Some changes to the Protected Area of the Upper Nene Valley Gravel Pits, and to Flood Risk zone.

v) Settlements and Development Management Local Plan - Consultation: September 2013.  
**Noted.**

8.3.2 To consider making representations on the soundness and legal compliance of the Pre Submission Joint Core Strategy:

**Agreed:** To make No Comment.

8.4 Neighbourhood Planning: To consider the process:

**Agreed:** To form a Working Party to consider the process, including review of the Village Confines and Village Design Statement.

**Action:** Cllrs Bennett, Bodley-Scott, Gelder and Tomlin.

8.5 Northamptonshire Minerals and Waste Development Framework Partial Review: Consultations on i) the Way Forward; ii) a revised Statement of Community Involvement: Deadline for comments 23<sup>rd</sup> August 2012:

<http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/policy/minerals/Pages/PartialReviewoftheMWDFLocalPlan.aspx>

It was **Noted** that there were no changes to the spatial strategy.

**Agreed:** To make No Comment.

8.6 CPRE Northamptonshire: To put forward subject areas of interest relating to the planning system to be covered at next Planning Road Show scheduled for 20<sup>th</sup> November 2012:

**None.**

9 **To consider Training needs:**

The Clerk: General Power of Competence.

**Action:** the Clerk (explore options)

10 **Risk Assessment of Public Sites and Lighting Stock:**

10.1 To consider feedback and recommended actions: (previously distributed)

Area	Outstanding from previous year	New Risks
1. Allotments	i) Condition of Allotment wall - in Action Plan 2012/13 ii) Repointing of pig sties-work in progress	Not known. <b>Action:</b> Cllr Coles
2. Cemetery	None	Repairs to rails by gate Tree/bush works <b>Action:</b> Cllr Robbins
3. Bus Shelter Stocks & Steps	None	None
4. Mill Lane Ford	None	None
5. Footpaths	i) pavement at 5,7,15,17 Blenheim ii) utility repair channel at 41Wheeler's Rise iii) trip hazard Wheeler's Rise to High St path	Several listed Reported to Street Doctor <b>Action:</b> the Clerk
6. Seats	None	i) seat at Brackley Rd junction ii) seat at mini roundabout <b>Action:</b> Cllr Tomlin (repair slats, screws)
7. Portway Pocket Park	None	i) Shed area- untidy <b>Action:</b> Cllr Tomlin(liaise with Cllr Davies) ii) Rubbish in area behind car park <b>Note:</b> ownership enquiries ongoing

Lighting Stock Assessment:

No outstanding fault problems.

**11 Action Plan 2012/2013:****11.1 Councillor Actions:****11.1.1 Allotment Gardens:**

Water Pipe: No problems identified.

Wall: Mortar and joints were a cause for concern.

**Agreed:** To make a collective assessment on site at 7 p.m. on Monday 20<sup>th</sup> August 2012.

**Action:** All Councillors

**11.2 Community Engagement:**

**11.2.1 Affordable Housing project - progress of application S/2012/0175/FUL:** Ms Alice Izzett, Strategic Housing Officer, SNC and Mr Daniel Callis, Case Officer, SNC had advised of the following reasons for the delay.

i) s106 Agreement (tenureship element) had not yet been finalised. It was hoped that both Rented (7) and shared ownership (2) properties would all be affordable and not market housing. The shared ownership split would be 40-50% ownership: rent with an option after 12 months to increase split up to a maximum 80% ownership.

ii) Extension of 30 mph speed limit to take in development. No mention of footpath.

iii) Funding shortfall: Optimism that a decision on a bid to SNC pot of money to meet shortfall would be made by end of 2012.

Orbit Housing has access to funds from the Homes & Community Association, unlike Northants Rural Housing Association, with whom they have a working partnership. Orbit will build and then transfer ownership to NRHA.

iv) The option to purchase the land ends in February 2013. It is hoped that a start will be made early in 2013. 12 months to build.

**11.2.2 Pedestrian Safety - provision of footpath along Brackley Road:** Mrs Helen Howard, Community Liaison Officer, Transport has advised that funding for a feasibility study would probably need to be put into the 2013/2014 Budget.

**11.2.3 Community Engagement Strategy - Newsletter:** Cllrs Tomlin, Bodley-Scott and Davies and Mrs Georgina Lucas, Editor of the Newsletter had reviewed the design, format and content of the Newsletter. The Editor would set out a prototype based on the suggestions.

**Agreed:** That the Editor's decision in respect of the front page shall be final.

**11.3 Policies, Plans and Procedures****11.3.1 To approve amendments to the Emergency Response Plan:**

Cllr Gelder reported that:

i) Contact details had been updated.

ii) A front page comprising one side of A4 size sheet entitled 'Initial Responses to an Emergency' had been created for inclusion: (circulated at the Meeting)

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Tomlin to Approve the amendments as per i) and ii) and to sign off the Emergency Response Plan, as amended.

**Action:** Cllr Tomlin (sign off Plan on behalf of Croughton Parish Council); Cllr Gelder (invite the Head Teacher, Croughton All Saints CE Primary School; Commander, 422<sup>nd</sup> Air Base Group, RAF Croughton; and Squadron Leader, Head of Establishment, RAF Croughton to sign off the Plan); the Clerk (issues copies to Members of the Parish Council).

**11.3.2 To review rents for Allotment Gardens:**

*Cllr Bodley-Scott declared a Personal Interest. Reason: Tenant of an Allotment Garden.*

**Note:** At the Meeting held 12<sup>th</sup> September 2011 the Parish Council resolved to calculate annual increases (effective from 2013) on the basis of the Retail Price Index.

The RPI was 2.8%; CPI was 2.4%.

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Cash to increase rents from 1<sup>st</sup> April 2013 by a guide of 2.5% on the basis that this was a justifiable increase, that running costs would not remain static and that the allotment gardens provided good value for money.

**Action:** the Clerk (advise Tenants 6 months in advance)

11.3.3 To review sponsorship of the Newsletter:

**Agreed:** To actively seek sponsorship to cover the monthly publication costs.

**Action:** Cllr Tomlin; the Clerk (notice in Newsletter)

## 12 Highway Matters:

12.1 Carriageway resurfacing: To Note NCC's strategy in respect of maintenance: Cllr Ron Sawbridge had taken up the issues raised by the Parish Council at the Little Brook Ward Meeting held 16<sup>th</sup> July 2012 and had reported the outcome.

Cllr Sawbridge had been advised that NCC's system of inspections and repair/response is aimed on a priority basis at keeping the road network safe, that not all defects are classified as safety defects and that these will not be of sufficient severity to warrant immediate action.

Mrs Helen Howard, Community Liaison Officer (Highways) had advised that a recent inspection of Wheelers Rise, described as a concrete road with overlay that is breaking up, had raised no defects to meet the intervention criteria. There were no plans for maintenance. The County Council was developing a strategy for all concrete roads and Wheelers Rise will be put forward for inclusion in the strategy.

The Council was grateful to Cllr Ron Sawbridge for taking up this issue but was disappointed with the response from Mrs Howard.

**Agreed:**

i) To advise Cllr Sawbridge that the Parish Council refuted the claim that Wheelers Rise was a concrete road and to stress the importance of resurfacing the access road leading to the Village Hall.

ii) To seek clarification on the timetable for resurfacing to the High Street.

**Action:** the Clerk

## 13 Youth Activities Event 1<sup>st</sup> September 2012:

13.1 To Note arrangements: Volunteers were needed on the day.

The Village Hall is available from 2-4 p.m. in case of bad weather; the Reading Room from 2.30 p.m.

Mr Anderson was available to attend the next Meeting of the Parish Council to provide an update and to explain the surveys completed by young persons who had attended the events on both 3<sup>rd</sup> July and 1<sup>st</sup> September 2012.

## 14 Correspondence:

14.1 Balfour Beatty: Street Lighting Maintenance: To consider options:

(Minute 9.2 CPC Meeting held 13<sup>th</sup> February 2012 refers)

4 options:

	Option 1	Option 2	Option 3	Option 4
Maintenance charge per unit	£19.93 <sup>1</sup>	£23.87 <sup>1</sup>	£32.15 <sup>1</sup>	£27.12
Length of contract	6 years	3 years	1 year	1 year Basic

<sup>1</sup> rate valid for 1 year from contract commencement

The Council calculated that none of the 4 options compared favourably to the current ad hoc agreement in respect of the Parish Council's 56 footway lighting units.

**RESOLVED:** It was proposed by Cllr Cash and seconded by Cllr Robbins to continue with the existing maintenance arrangements and to make no comment to Balfour Beatty.

14.2 Items received since the previous Meeting:

14.2.1 Northants Police: South Northants Brackley Safer Community Team, Ward Cluster update July 2012; Newsletter Summer 2012; Have Your Say Day: Brackley 16<sup>th</sup> August 2012

- 14.2.2 Northants Police Authority: Have Your Say: Election of Police Crime Commissioner 15<sup>th</sup> November 2012
- 14.2.3 SNH: Major Works Briefing Paper June 2012
- 14.2.4 MGWSP: Area Restructured: 3 Areas: Area 3: Northampton and South Northamptonshire based in Towcester. Area Manager: Mr Carl Evans
- 14.2.5 Northants CALC: Update July-August 2012
- 14.2.6 Astwick Local Liaison Group: Minutes of Meeting held 13<sup>th</sup> June 2012: Date of Next Meeting: 14<sup>th</sup> November 2012.
- 14.2.7 Ardley Landfill & EFW Liaison Group: Minutes of Meeting held 11<sup>th</sup> July 2012: Date of Next Meeting: 19<sup>th</sup> September 2012.

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

- 15.1 Parking issues at Park End: Problems for Bus Service.  
**Action:** Cllr Tomlin

**16 To receive items for the next Parish Council Meeting - Monday 10<sup>th</sup> September 2012:**

**None.**

The Meeting ended at 9.40 p.m.

Signed: \_\_\_\_\_ Date: 10<sup>th</sup> September 2012  
Chairman