

Croughton Parish Council



Minutes of Croughton Annual Parish Council Meeting Held on Monday 11th May 2015 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Trevor Davies
Councillor Chris Fox
Councillor Pamela Gelder

Absent: Councillor Penny Forbes

In Attendance: Mrs Ann Le Druillenec (Clerk)

Chairman's Announcement: The Openness of Local Government Bodies Regulations 2014: No announcement was required as no Members of the Public were present.

SNC Public Notice was on display.
Information entitled 'Filming, recording and use of social media at Council meetings' was available to members of the public attending the meeting.

Prior to opening the Annual Parish Council Meeting Members signed their Declarations of Acceptance of Office.

Welcome to Cllr Chris Fox: The Chairman welcomed Cllr Fox to her first Meeting of Croughton Parish Council.

1 To elect the Chairman:

One nomination: Cllr Tomlin

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to elect Cllr Tomlin as Chairman.

2 To receive the Chairman's Declaration of Acceptance of Office or if not received to decide a date by which it shall be received:

Cllr Tomlin signed the Chairman's Declaration of Acceptance of Office.

3 To elect the Vice Chairman:

One nomination: Cllr Forbes

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Gelder to elect Cllr Forbes as Vice Chairman.

4. To Receive Apologies and Approve the Reasons for Absence:

Cllr Forbes: Holiday

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

4.1 To decide a date by which Declarations of Acceptance of Office shall be received from Absentee Members:

Agreed: That Cllr Forbes' Declaration of Acceptance Office shall be received no later than 21st May 2015.

5 To Receive Requests for Dispensations:

None.

6 To invite Declarations of Interest:

None.

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

None.

8 To Approve the Minutes of the Meeting held 13th April 2015: (previously distributed)

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Coles to Approve the Minutes of the Meeting held 13th April 2015.

9 Matters Arising from item 9 not on the Agenda: For Information:

9.1 Clerk's Report: (previously distributed)

Minute No. 7.1: Bridge at Blenheim: Mr Ray Price, Bridges Team Leader has noted the comments of the Parish Council.

Agreed: To take up the matter with Cllr Sawbridge MBE, NCC

Action: Cllr Tomlin

Minute No. 10.3: Croughton Conservation Area Appraisal: Adopted 15th April 2015 as confirmed by Ms Florence Pye, Assistant Conservation Officer, SNC in her letter of 22nd April 2015. (previously distributed)

Minute No. 13.3: Footway Light at Affordable Housing development: The lamp and column are installed. On 20th April 2015 the Clerk provided Western Power Distribution with the MPAN number in order for the electricity connection to proceed. The Clerk also requested a copy of the Electrical Test Certificate and for the column to be numbered 57.

Minute No. 15.1: Bus Service 499: The Principal Bus and Rail Development Officer, Northants Highways was supplied with the feedback on the service. He remarked that it was interesting that so many of the residents' comments were about the service to and from Brackley and promised to bear this in mind when planning the new timetable.

2. Other:

i) Proposal for development at Portway and at land off B4031: An open evening has been arranged by the Planning Agent in Croughton Village Hall. 5p.m. - 8 p.m. on Thursday 25th June 2015.

ii) RAF Croughton: WWII Appreciation & Barbecue event: Friday 5th June 2015

iii) Cherwell District Council: Cherwell Local Plan 2011-2031 (Part 2): Notification and Consultation on Scope of Local Plan: (previously distributed) Deadline for comments 8th June 2015.

10 Finance Matters:

10.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £8,090.17 (29.04.15) Business Direct: £20,109.37 (01.04.15)

10.2 Bank Mandate: To Amend the list of Authorised Bank Signatories to the Accounts:

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Tomlin to remove J R Robbins from the list of authorised Bank signatories to both accounts.

Action: the Clerk

10.3 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill No. Q024VE	tbc		
102603	A H Contracts	Inv. 7951 dog waste bin emptying	£24.00	£4.00	
102604	Texprep	Inv. 21316 newsletter	£66.30		
102605	M Dempsey	Inv. 1094 Grasscutting	£705.00		
102606	Northants CALC	Inv. 4895 Membership: £318.46 Internal Audit Service: £155	£473.46		
102607	Northants CALC	Inv. 5098 Openness & Accountability 28Apr15	£34.00		
102608	A Le Druillenec	Salary Month 2	£320.22		
102609	HMRC	Tax Month 2	£80.00		
102610	A Le Druillenec	Reimbursement Office Supplies £133.18 Mileage Litchborough 28Apr15 £10.80 Postage £3.30	£147.28	£22.20	
102611	SNC	Uncontested Local Election 07May15	£39.00		

BT plc had yet to re-issue the Telephony bill.

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

10.3 To note Receipts:

Date	Payer	Description	Amount
April 2015	Tenants	Allotment Rent	£374.65
01.04.15	Y Tapping	Advert Newsletter April 2015	£8.00
17.04.15	SNC	Precept 1 st half yr instal ^t	£8,593.50
20.04.14	J & M Humphris	Burial Fees Plot 571B	£90.00
22.04.15	W J Franklin & Son	Burial Fees Plot 617 £90 re-open Plot 583 £370 (double fees)	£460.00

Noted.

11 Footway Lighting:

11.1 To Approve quotations in the sum of £320 - £360 + vat for replacement Lamp Nos. 27 Brackley Road and 7 High Street:

The Lighting Contractor had advised that both lamps were in working order and did not require replacing.

Noted. No further action.

11.2 To Note the advice and recommendations from Northants CALC in respect of the cost of unmetered electricity supplies:

Northants CALC had issued 2 updates since the previous Meeting. (on 17th April and 1st May 2015) Northants CALC is exploring the possibility of Parish Councils accessing the ESPO framework for electricity purchasing. ESPO is the public sector owned professional buying organisation. From feedback from other Parish Councils it would appear that, despite the 50% price increase, the E.ON deemed contract rates remain competitive. A further update would be issued by NCALC on 15th May 2015.

11.3 To consider options:

Agreed:

- i) That options were very limited
- ii) To await the next update from Northants CALC.

12 Insurance Renewal effective from 1st June 2015 - 31st May 2016:

12.1 To Approve the Insurance Premium in the sum of £473.53:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve the Insurance Premium in the sum of £473.53.

Action: the Clerk

Cheque No. 102612 was raised.

14 Planning:

14.1 **Applications: None.**

14.2 **Decisions: None.**

15 To consider Training needs:

A place on the induction course, 'Off to a Flying Start', 27th May 2015 had been reserved for Cllr Fox.

15.1 **Openness and Accountability: To Note the requirements of the Regulations:**

The Clerk had attended the session held 28th April 2015 and had found it very informative.

(Presentation slides, DCLG: Transparency Code for Smaller Authorities (Dec 2014) and DCLG: Changes to the Smaller Authorities' Local Audit and Accountability Framework: A Guide (March 2015) previously distributed)

Croughton Parish Council is a Smaller Authority having an annual turnover of below £25,000. Croughton Parish Council, in compliance with the Transparency Code, will be required to publish on the website by 1st July 2015 the following information:

i) Items of expenditure over £100

ii) End of year accounts, annual governance statement, internal audit report

iii) A list of councillor responsibilities

iv) Details of land and building assets.

The Code also stipulates the publication frequency for draft minutes, agendas and meeting papers.

Smaller Authorities are exempt from an annual assurance review from the financial year 2016/2017. The present audit regime will continue in place until then.

It was recommended that smaller authorities may hover around the £25,000 threshold and this would have implications for the appointment of an external auditor.

Noted.

16 Statutory Matters:

16.1 To Approve the Accounts comparison for 2013/14 and 2015/2016: (previously distributed)
The figures included the CTRS receipt for 2013/2014.

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to Approve the Accounts comparison for 2013/14 and 2014/15.

16.2 Annual Return for YE 31st March 2015:

16.2.1 To Approve Section 1: (Accounting Statements 2014/2015):

(Section 1; Bank Reconciliation for YE 31st March 2015; Explanation of Significant Variances previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Coles to Approve Section 1.

16.2.2 To Approve Section 2: (Annual Governance Statement 2014/2015):

(Section 2 (blank); Evidence in Support previously distributed)

Members considered each Statement in turn, and recorded a Yes for Nos. 1-8.
No. 9 did not apply.

RESOLVED: It was proposed by Cllr Davies and seconded by Cllr Coles to Approve Section 2.

16.2.3 To Note the Report of the Internal Auditor and signing off of Section 4, and to Adopt any Recommendations: (previously distributed)
There were neither issues arising nor recommendations.
The Report was **Noted**.

17 Poors' Allotment Trust:

17.1 To Note the Terms of Office of the Trustees: The Trustees had met on 8th May 2015, Cllrs Tomlin and Coles had both completed their 4 year Term of Office.
The Term of Office for Cllr Forbes and Mr Robbins would end in 2017.

Noted.

17.2 To nominate Appointees to fill the vacancies: A notice inviting interest in filling the 2 vacancies for Trustee had been placed in the May 2015 issue of the Croughton News.
Agreed: To consider nominations at the next Ordinary Meeting of the Parish Council to be held 8th June 2015.
It was **Noted** that the Trustees were considering widening the remit of the Trust and would be submitting a proposal to the Charity Commissioners.

18 Action Plan 2015/2016:

18.1 To agree Councillor, Representative and Warden Appointments:

The Parish Council **Agreed** the following Appointments:

18.1.1 Church Representative: Cllr Davies

18.1.2 School Representative: Cllr Davies

18.1.3 AED Guardians: Cllr Gelder

18.1.4 Footpaths Warden: Mrs Margaret Rings

18.1.5 Highways Representative: Cllr Tomlin

18.1.6 Neighbourhood Watch Co-Ordinator: Cllr Coles

18.1.7 Police Liaison Representative: Cllr Coles

18.1.8 Poor's Allotment Trust Representative: Cllr Forbes

18.1.9 Portway Pocket Park Representative: Mr Stuart Lowen

18.1.10 RAF Croughton Representative: Cllr Gelder

18.1.11 Reading Room Representative: Cllr Fox

18.1.12 Playing Field & Village Hall Representative: Mr Rob Robbins

The Parish Council **Agreed** to make No Appointment as follows:

18.1.13 Croughton Active Representative: Croughton Active was no longer running and it was no longer applicable to appoint a Representative.

It was **Noted** that the annual affiliation to NAYC (Northamptonshire Association of Youth Clubs) expires on 31st August 2015.

The Parish Council **Agreed** to make an additional Appointment as follows:

18.1.14: Cemetery Representative: Mr Rob Robbins

18.2 Councillor Actions:

18.2.1 Emergency Response Plan: Cllr Gelder reported on progress made to finalise the plan.

Agreed: To Approve the Plan at the next Ordinary Meeting of the Parish Council to be held 8th June 2015.

Action: Cllr Gelder

18.3 Community Engagement: **None.**

18.4 Policies, Plans and Procedures:

18.4.1 To consider the co-option of 3 members:

Agreed: To invite interested electors to come forward by placing notices in the parish Noticeboards and in Croughton News.

Action: Cllr Gelder (Newsletter); the Clerk (Noticeboards)

18.4.2 Northants CALC: Review of Local Elections: In South Northamptonshire 12 out of 72 parishes had held a contested election. Northants CALC was seeking the views of its members in order to analyse this outcome.

Agreed: That possible reasons were that people were time poor, were already leading busy lives and felt unable to take on an additional commitment. There was a perception that a fear of bureaucracy and some apathy excluded some members of the community from coming forward.

Action: the Clerk

19 Annual Parish Assembly:

19.1 To review and discuss feedback:

Agreed: It has been a pleasant and well attended evening. The Meeting had run smoothly with good contributions from the community. One slight reservation was that the Agenda had been full and there may not have been sufficient time for questions from the floor.

20 Little Brook Ward Meeting: 20th July 2015 at Aynho:

20.1 To suggest items for the Agenda:

Agreed: That the Publication of Ward Minutes on the individual Websites of the three Parishes (Aynho, Croughton and Evenley) requires consideration and should be discussed at the next Ward Meeting.

Action: the Clerk (request Agenda item)

21 Correspondence: None.

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

i) New Homes Bonus: Prospective application for repairs to the church roof: The Applicant was advised to contact the Grants Officer, SNC to ascertain whether the application met the criteria.

23 To receive items for the next Parish Council Meeting: - Monday 8th June 2015:

None.

The Meeting ended at 8.45 p.m.

Signed: _____ Date: 8th June 2015
Chairman