

Croughton Parish Council

Minutes of Croughton Parish Council Meeting Held on Monday 8th February 2016 at 7.30 p.m. in Croughton Village Hall

Present:

Councillor Brian Tomlin - Chairman
Councillor Jean Coles
Councillor Penny Forbes
Councillor Chris Fox
Councillor Rodger James

Absent: Councillor Trevor Davies
Councillor Pamela Gelder
Councillor Mike Tadman

In Attendance: Mrs Ann Le Druillenec (Clerk)

- 1 **Chairman's Announcement:** The Openness of Local Government Bodies Regulations 2014: No Members of the Public were present. The Chairman did not read out the Announcement.

SNC Public Notice and 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.

- 2 **To Receive Apologies and Approve the Reasons for Absence:**

Apologies had been received from:
Cllr Davies: Reason: Holiday
Cllr Gelder: Reason: Funeral
Cllr Tadman: Reason: Unwell

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Forbes to Approve the Reasons for Absence submitted by Cllrs Davies, Gelder and Tadman.

- 3 **To Receive Requests for Dispensations:**

None.

- 4 **To invite Declarations of Interest:**

None.

- 5 **Public Participation:** Members of the Public may speak to Agenda items:

None.

- 6 **To Approve the Minutes of the:**

6.1 Parish Council Meeting held 11th January 2016: (previously distributed)

RESOLVED: It was proposed by Cllr James and seconded by Cllr Forbes to Approve the Minutes of the Parish Council Meeting held 11th January 2016.

6.2 Extra Ordinary Meeting held 25th January 2016: (previously distributed)

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Fox to Approve the Minutes of the Extra Ordinary Parish Council Meeting held 25th January 2016.

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

7.1 Clerk's Report: (previously distributed)
CPC Meeting held 11th January 2016:

Minute No. 7.1:

Lighting Matters: Lamp No. 5 Park End had been reported and is now working.

Allotment Vacancy: A Notice was submitted for publication in the February issue of Croughton News.

Direct Debit with Anglian Water: This had been set up on 3rd February 2016 for both the Cemetery and Allotments Accounts.

Minute No. 17.1: Open Space, Sport and Recreation Review for West Northamptonshire: Information was submitted on 29th January 2016. Thank you to Cllrs Coles and Tomlin for their input.

Minute No. 12.1: New Homes Bonus: Croughton Film Society has been awarded a Community Grant to wholly fund a new wall mounted screen in the Parish Room. Mr Keith Gelder, Hon. Treasurer has written to convey the thanks of the Committee for the strong support given by the Parish Council and Clerk in this matter which was indisputably helpful in securing the funding award.

Mr Gelder says that, 'Not only is this a welcome improvement for the projection of our films, but the screen will also be a readily available asset for other groups to use for their associated presentations.'

Minute 16.2.1: Website: Domain name: Members were in favour of www.croughton.org

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Forbes to register the domain www.croughton.org for the new website.

Action: the Clerk

CPC Meeting held 25th January 2016:

Minute No. 7: Precept 2016/2017: SNC was notified of the Precept for 2016/2017 on 27th January 2016.

Minute No. 7.1: Newsletter Sponsorship: A cheque in the sum of £829.40 had been received on 8th February 2016. The Sponsor wished to remain anonymous.

Other:

1. Domain Pricing structures: LCN.Com Ltd had advised that names with the suffix org.uk will be subject to a price increase effective from 1st March 2016. Croughton Parish Council renewed its domain name for 2 years in August 2014 at a cost of £6.00 + vat. The new rate will be £8.95 + vat.

Agreed: To renew the domain name for 2 years before 1st March 2016.

Action: the Clerk

2. CPRE Clean for the Queen: 4th - 6th March 2016.

Noted.

8 Finance Matters:

8.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,887.69(31.01.16) Business Direct: £23,666.21 (31.01.16)

8.2 To Ratify and Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102675	A H Contracts	Inv. 8454 dog waste bin emptying	£24.00	£4.00
102676	Texprep	Inv.21867 newsletter	£66.30	
102677	E.ON	Inv. HX1263E536E Electricity Oct - Dec 15	£616.67	£102.78

Cheque No.	Payee	Description	Total	vat
102678	E.ON	Inv. 061959 Ignitors Footway Lighting	£75.05	£12.51
102679	CPF&VH	Inv. 1190 Village Hall Usage	£500.00	
102680	A Le Druillenec	Salary Month 11	£320.22	
102681	HMRC	Tax Month 11	£80.00	
102682	A Le Druillenec	Inv. 0002818437 Toner Cartridge (dual pack)	£86.40	£14.41

RESOLVED: It was proposed by Cllr James and seconded by Cllr Fox to Approve the Payments.

- 8.3 To consider ordering 10 copies of the 5th Edition (2016) Good Councillor's Guide at a cost of £2.50 per copy + £3.50 pp:

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to order 10 copies at a total cost of £28.50.

Action: the Clerk

- 8.4 To Note Receipts: **None.**

9 Internal Controls:

- 9.1 To Note the Report for Q3: (previously distributed)

There were no issues. **Noted.**

10 Internal Audit:

- 10.1 To Note the Interim Internal Audit Report: (previously distributed)

There were no issues. **Noted.**

11 Planning:

11.1 Applications:

11.1.1 No. S/2016/0092/FUL

Proposal: Agricultural storage building

Location: Gateridge Farm, Brackley Road Croughton NN13 5GR

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Tomlin to make No Comments.

11.1.2 No. S/2016/0150/TCA

Proposal: T1- Yew Tree - Reduce crown height by 50% (approx. 5m)

Location: Croughton House West, Church Lane, Croughton NN13 5LS

The proposal was For Information and was **Noted.**

Agreed: To request that the work is carried out by a professional arboriculturalist.

- 11.2 **Decisions: None.**

11.3 Consultations:

11.3.1 National Planning Policy changes: (previously circulated) To consider a response:

The written comments from individual Members were **Noted.**

The Parish Council discussed the document:

i) Affordable Housing: The Parish Council would accept affordable housing but more explanation was required with regard to the selling on of affordable houses and also with regard to widening the scope of affordable housing and the type of deal on offer.

ii) Local Connections Criteria: The Parish Council was in favour of retaining these criteria.

iii) Brownfield Sites: The Parish Council was in favour of building on these sites.

Agreed: To compile a response to the consultation and submit it by the deadline of 22nd February 2016.

Action: the Clerk

11.3.2 Oxfordshire County Council: Minerals and Waste Local Plan : Part 1 - Core Strategy Proposed Submission Document, August 2015: (Information previously distributed) To Note.

No Comments. **Noted.**

11.3.3 Cherwell District Council: (Information previously distributed) To Note the following:

11.3.3.1 Partial Review of the Cherwell Local Plan (Part 1): Oxford's unmet housing need - Issues Paper:

11.3.3.2 Cherwell Local Plan 2011 -2031 (Part 2): Development Management Policies and Sites - Issues Paper:

11.3.3.3 Draft Statement of Community Involvement:

Noted.

12 Casual Vacancy: To consider nominations to fill one Casual Vacancy by co-option:

None.

13 Training: To consider training needs and to receive reports:

Community Infrastructure Levy: Presentation hosted by SNC: 10th February 2016:

Agreed: To request the documents.

Action: the Clerk

14 Action Plan 2015/2016:

14.1 Councillor, Representative and Warden Updates:

14.1.1 Affordable Housing at Townend Close and Brackley Road: Cllr Tomlin reported: New boundaries have been agreed with Orbit, the residents and landowner. No demolition of any properties will be required.

Works to fencing, trees and hedging have also been agreed.

Efforts will be made to address the drainage issue, a symptom of which is pooling to the rear of some properties.

14.1.2 Drain: Cllr Tomlin reported:

Thames Water believe they have rectified the problem by laying a section of pipe and making good the connection. The area has been left tidy and the job signed off.

14.2 Councillor Actions:

14.2.1 Cemetery: To consider tree/hedge works: **No Report.**

14.3 Community Action:

14.3.1 Gigaclear: To Note date of Walkabout: Cllr James reported:

The Walkabout will take place on 10th February 2016 and feedback will be reported to the next Ordinary Meeting of the Parish Council.

Action: the Clerk (Agenda item)

14.3.2 Parking Issues at Park End, High Street and Wheelers Rise: To discuss:

i) Park End: A resident had complained about two issues:

1. Cars parked up in the bus layby and by the Co-Op: People waiting for the bus had to stand in the road.

The complainant had been informed that these issues had been raised in the past with the Police and Highway Authority but there was little that could be done unless the vehicles were not taxed.

2. Working hours: Machines at Park End Works were heard running as late as midnight.

The complainant had been advised that it was not thought that there were any restrictions on the working hours but to keep a record of any site disturbances/nuisance.

ii) High Street: Inconsiderate and inappropriate parking in the vicinity of the School and Childcare Facility: The Parish Council was not aware that the situation had changed since residents had brought it to the attention of the Parish Council in November 2015.

The Council considered that a letter out to parents at the start of each new School year was a constructive attempt to address the issue.

iii) Wheelers Rise: The general consensus of the Parish Council was that visitor cars had been known to put pressure on parking, but that it was not considered a problem.

Noted.

14.3.3 Deep ruts had appeared in the verge to the right of the Co-Op:

Agreed: To ask Mrs Helen Howard, Community Liaison Officer, Northamptonshire Highways to install a bollard and for the verge to be restored.

Action: Cllr Tomlin/Cllr James

14.4 Policies, Plans and Procedures:

14.4.1 Grasscutting Contract 2016-2018: To confirm the Appointment of M Dempsey as the Contractor for grasscutting 2016-2018:

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Tomlin to confirm the Appointment of M Dempsey as the Contractor for grasscutting 2016-2018.

Action: the Clerk

14.4.2 Community Engagement Strategy 2015-2017: To appoint a Working Party to look at the Strategy for the next Plan:

Agreed: To Appoint Cllrs Coles, Davies, Forbes, Fox and Gelder to serve on the Working Party.

14.4.3 Equal Opportunities: To review the Policy: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Fox to make No Changes to the Equal Opportunities Policy.

14.4.4 Cemetery Fees: To review the fees effective from 1st April 2016: (previously distributed)

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Fox to make No Changes to the Cemetery Fees.

14.4.5 Data Protection Notification: To Approve the annual online registration:

RESOLVED: It was proposed by Cllr James and seconded by Cllr Forbes to renew the annual online data protection registration at a cost of £35.00.

Action: the Clerk (Raise Cheque No. 102683)

14.4.6 General Power of Competence:

14.4.6.1 To Note the Report: (previously distributed)

Noted.

14.4.6.2 To Adopt the Recommendation at paragraph 7 of the Report:

RESOLVED: It was proposed by Cllr Fox and seconded by Cllr Forbes that: Having met the conditions of eligibility as defined in the Localism Act 2011 and Statutory Instrument 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Croughton Parish Council Adopts the General Power of Competence from 8th February 2016, until the next relevant Annual Meeting of the Council.

15 **Correspondence:**

15.1 KierWSP: Parish Satisfaction Questionnaire: (previously distributed) To consider a response: The Parish Council assessed performance in each of the key areas 1-22 and **agreed** the Top Three Priorities and the Areas for Improvement.

i) Top Priorities: Potholes, Verges, Path Clearance

ii) Areas for Improvement: Adoption of a broader approach to Traffic Management, A more rapid follow up to issues of Tree Management, Enhance the quality of work in the Conservation Area and beyond. (e.g. works to stone bridge at Blenheim)

16 Little Brook Ward Meeting, 18th January 2016: To consider feedback:

A Q&A session for each speaker would be of interest.

17 Annual Parish Assembly 2016:

17.1 To Approve the revised date of 18th April 2016:

Agreed: To hold the date of the Annual Parish Assembly on 18th April 2016.

17.2 To consider the format:

Agreed: To invite village groups to send in reports which would be available in hard copy at the Assembly.

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

18.1 Cllr James: Police and Crime Commissioner: Announcement of major new road safety initiative: 2nd February 2016: The PCC had acknowledged that speeding was a major concern and that fixed speed cameras had not worked. The new safety initiative will use average speed cameras and night-time enforcement systems installed in new camera vans. The Council did not consider that average speed cameras would be suitable in villages as they were more appropriate for bigger roads.

Agreed: To write to the Home Secretary welcoming the initiative re. introduction of average speed cameras in the county.

Action: the Clerk

18.2 Cllr Fox: HM. The Queen's 90th Birthday: CPRE's campaign: Clean for the Queen:

The Parish Council **agreed in principle** to hold a litter pick and to discuss this at the next Ordinary Meeting of the Parish Council to be held 14th March 2016.

Action: the Clerk (Agenda item)

19 To receive items for the next Parish Council Meeting: - Monday 14th March 2016:

None.

The Meeting ended at 8.46 p.m.

Signed: _____
Chairman

Date: 14th March 2016