

# Croughton Parish Council



## Minutes of Croughton Parish Council Meeting Held on Monday 14<sup>th</sup> March 2011 at 7.30 p.m. in Croughton Village Hall

### Present

Councillor Pamela Gelder - Chairman  
Councillor Jean Coles  
Councillor Trevor Davies  
Councillor Ann Perkins  
Councillor Lesley Ramsay  
Councillor Rob Robbins

### Absent

Councillor Caroline Murdoch  
Councillor Susan Relf  
Councillor Brian Tomlin

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

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

Cllr Murdoch: Business Training  
Cllr Relf: Work Engagement  
Cllr Tomlin: Holiday

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Perkins to approve the Reasons for Absence submitted by Cllrs Murdoch, Relf and Tomlin.

### 2 To invite Declarations of Interest:

None.

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

None.

### 4 To approve the Minutes of the Meeting held 7<sup>th</sup> February 2011: (previously circulated)

**RESOLVED:** It was proposed by Cllr Ramsay and seconded by Cllr Perkins to approve the Minutes of the Meeting held 7<sup>th</sup> February 2011.

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

#### 5.1 Clerk's Report: (previously circulated)

Minute 5.1: Affordable Housing, Brackley Road: Alice Izzett, Strategic Housing Officer, SNC met with Joanne Martin, Northants Rural Housing Association and April Knapp, East Midlands Housing Association on 9<sup>th</sup> March 2011 to discuss the financial appraisals for the scheme at Brackley Road. In terms of viability, the tenure of the rented homes must all be for Affordable Rent (up to 80% local market rent). The mix will include 2 units for shared ownership. Housing Associations will submit bids for the next 4 year period to the Homes and Communities Agency. The HCA will assess these in May/June 2011 with a view to making a final decision in July. If the bid is successful a planning application will then be submitted.

Minute 5.1: Smartwater Signage: Thanks were extended to Cllr Coles for attending to the installation of the signs. Members discussed the practicalities of installing a sign at Blenheim, opposite the telephone exchange.

Minute 17.2: Regulations relating to the use of poll cards have been amended. Parish elections may now be mentioned on the same poll card as the referendum and district council elections. This will be at **no cost** to the Parish Council, whose earlier response that parish specific poll cards were not required, has been acknowledged.

Nomination Packs are available from the Parish Office.

Details of Verification and Count Arrangements for 5<sup>th</sup> and 6<sup>th</sup> May 2011 were **Noted**.

Minute 18.1: Acquisition of 2 VAS signs: Engineers from MGWSP installed the pole at Park End because of the sight line for oncoming vehicles, the proximity of the overhanging tree to the east, potential installation/maintenance problems due to the overhead power cables, and the unlikely impact on the house opposite.

**Agreed:** That these reasons were acceptable and to request a firm date for the installation of the VAS heads.

**Action:** the Clerk (contact Mr Steve Barber, Transport & Highways, NCC, cc to Cllr Sawbridge)

The supplier, Dambach Ltd has been contacted in respect of training in the operation of the integral data collection facility.

Minute 18.2: Carriageway repairs at Blenheim: Mr Leo Plant, Area 4 Manager, MGWSP has advised that patching works will extend throughout the 30 mph - 30 mph section of the B4031, Croughton and will be carried out in April 2011, prior to surface dressing at a later date.

Wheelers Rise: No plans to resurface this carriageway. It ranks 240 out of 603 non principal carriageways. (In October 2009 it was ranked 191 out of 480 schemes assessed at that stage) Mr Paul Tysoe, Asset Management Engineer, NCC has advised that due to the type of construction and the need for more substantial repairs MGWSP will aim to keep Wheelers Rise safe.

Minute 19: SNH Fence repairs to garage area 15-23 Wheelers Rise: Mr Steve Jones, Project Surveyor, SNH has modified the proposed fence layout as appropriate to the boundary line of No 35 Wheelers Rise.

**Agreed:** To raise no objections.

Other:

1. Street Doctor Report URN 467896 dated 21<sup>st</sup> February 2011: At risk of flooding in dip before Warren Farm on B4031, also highway gully at Blenheim and pooling outside Reading Room. Trevor Gray, Community Steward, MGWSP has raised 3 works orders:

i) to jet the gully in front of the Reading Room

ii) for a CCTV survey to see whether there is a blockage

iii) to carry out grip cutting at the bridge in the dip on the B4031.

2. Salt Bin at Portway: Awaiting installation.

3. Publication Code: Local Councils are permitted to publish a monthly newsletter, Principal Authorities only quarterly.

4. Publication of expenditure over £500: BDO LLP has advised that currently there is no legal obligation yet to provide this information

5. Bus Services 499 and 508 Brackley to Banbury: Cllr Sawbridge, NCC has advised of the withdrawal of all subsidies and that the situation is under review.

## 6. Finance Matters

### 6.1 Receipts & payments and balance of bank accounts:

Barclays Bank: £1,024.99(07.03.11) Standard Life: £15,367.02 (07.03.11)

## 6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat
102190	A H Contracts	Inv 5281 dog waste bin emptying	£24.00	£4.00
102191	Texprep	Inv 18614 newsletter	£66.80	
102192	Anglian Water	Water Rates: 19.08.10 - 17.02.11 Allotments: £43.89 Cemetery: £29.49	£73.38	
102193	The Information Commissioner	Data Protection Renewal	£35.00	
102194	JJ Schofield	Website Maintenance Inv: jjs_croughton27-02-11	£50.00	
102195	L Ramsay	Mileage Towcester SNC Elections Briefing 17 <sup>th</sup> February2011	£13.60	
102196	P Gelder	Mileage Litchborough Engaging with Communities11thMay2010	£17.60	
102197	A Le Druillenec	Salary Month 12; 5 hours QPS <sup>1</sup>	£355.08	
102198	HMRC	Tax Month 12	£88.60	

<sup>1</sup>Total QPS hours = 20

It was **Noted** that the Water bill for the Allotments was comparable to that for the same period in previous years. This suggested that the high bill for the period February – August 2010 was due to exceptionally high water consumption.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Perkins to approve the Payments.

## 6.3 To note Receipts:

Date	Payer	Description	Amount
07.02.11	Northants CALC	Training Credit	£29.00
07.02.11	Banbury Memorials	Headstone Plot685	£25.00
07.02.11	WJ Franklin & Son	Re-open Plot 687	£75.00
02.03.11	Midcounties Co-Op Ltd	Inscription Plot 687	£15.00
04.03.11	Midcounties Co-Op Ltd	Headstone Plot 578	£25.00

**Noted.**

## 7 Training:

## 7.1 To consider Training needs:

**None.**

It was **Noted** that 'Off to a Flying Start', the course for new Councillors would be held on 4<sup>th</sup> June 2011 in Brackley.

## 8 Footway Lighting:

8.1 To consider remedial works as recommended by E.ON in letter dated 27<sup>th</sup> January 2011:

8.1.1 Lamp No. 39 Portway Crescent: £846.80 + vat

8.1.2 Lamp No. 41 Portway Crescent: £1,093.00 + vat

8.1.3 Lamp No. 6 Park End (*not High Street*): £154.00 + vat

The Clerk had been advised by Mr Doug Millard, E.ON Highways Lighting that these lamps were relatively safe if left untouched, but that interference through vandalism, impact, or lean may render them unsafe. **Noted.**

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Perkins:

i) to replumb Lamp No. 6 Park End and fit concrete collar for the sum of £154.00 +vat

ii)to carry out no immediate remedial works to Lamps Nos. 39 and 41

**Action:** the Clerk (place order for works with E.ON)

**9 Cemetery:**

- 9.1 To review the tariff of fees effective as from 1<sup>st</sup> April 2011:  
(Fee tariff previously circulated)

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to adopt the Recommendation to increase fees by £5.00 in each category to take effect as from 1<sup>st</sup> April 2011.

**Action:** the Clerk (prepare document for signing; inform local Funeral Directors and Memorial Masons); Cllr Gelder (incorporate fee tariff in draft Cemetery Document)

**10 Allotments:**

- 10.1 To allocate Plots 3 and 25:

The Clerk reported that no current tenants had responded to the Notice dated 24<sup>th</sup> February 2011 and that Plots 3 and 25 were now available for allocation to new tenants on the Waiting List.

**Action:** the Clerk (allocate Plots 3 and 25 as per Allocation Policy)

- 10.2 To Note the situation in respect of the Waiting Lists:  
Waiting List 1. (Current Tenants): No names on the list.  
Waiting List 2. (New Tenants): 6 names on the List.

**Noted.**

- 10.3 To approve the Allocation Policy:  
(previously circulated)

**Agreed:** To insert in paragraph 5.2.2 that new tenants are limited to one plot per household.

**Action:** the Clerk (amend Policy, prepare document for signing; Agenda item)

- 10.4 To consider placing number stakes at each plot and half plot:

**Agreed:** To ask tenants to place a stake carrying the plot number at their allotments.

- 10.5 To consider repairs to the collapsed end of the wall where the vehicular access meets the path:

**Agreed:** To write to the culprit requesting that he reinstates the wall to its former condition.

**Action:** the Clerk

- 10.6 To Note concerns over parking at the site:

It was **Noted** that concerns over parking at the site still applied and that measures (site notice, clamping) other than polite requests to the offender may be needed.

**Action:** the Clerk (reaffirm concerns in writing)

**1 Planning:****11.1 Applications:**

11.1.1 Ref: S/2011/0194/FUL

Proposal: Replacement detached double garage with bathroom and room/storage areas within roofspace

Location: Yew Tree House, Park End, Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=64148>

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Perkins to make no objections.

**Action:** the Clerk (respond)

**11.2 Notice of Decision:**

**None.**

- 11.3 SNC: Scheme of Delegation: To note changes to the way the Council considers planning applications and associated matters:

[http://www.southnorthants.gov.uk/Proposed\\_scheme\\_of\\_delegation\\_final.pdf](http://www.southnorthants.gov.uk/Proposed_scheme_of_delegation_final.pdf)

It was **Noted** that:

- i) Applications to which the Parish Council objects will now be presented to the Development Control Committee on the basis of the scale and nature of the proposed development, rather than on the basis of the number of objections received.
- ii) A Councillor Call-in procedure is in place.

- 11.4 West Northamptonshire Joint Planning Unit: Pre-Submission Joint Core Strategy Consultation: To consider a response: [www.westnorthamptonshirejpu.org](http://www.westnorthamptonshirejpu.org)

**RESOLVED:** It was proposed by Cllr Gelder and seconded by Cllr Davies to make the following comments on the Pre-Submission DPD:

- i) The document is improved
  - ii) The document comprehensively addresses the issues relating to Brackley and its hinterland, transport and infrastructure
  - iii) The document is balanced and reflects a broad base of views from across all sectors.
- Action:** the Clerk (submit comments)

- 11.5 Northamptonshire Minerals and Waste Development Framework: Control and Management of Development DPD: To consider representations on the suggested changes made during examination:  
[http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/mwdf/Pages/DPD\\_Examination.aspx](http://www.northamptonshire.gov.uk/en/councilservices/Environ/planning/mwdf/Pages/DPD_Examination.aspx)

**Agreed:** To make No Representations.

- 11.6 SNC Conservation Strategy (Consultation draft): To consider comments:  
<http://www.southnorthants.gov.uk/685.htm>

**Agreed:** To make No Comments.

- 11.7 Energy from Waste Incinerator – Statutory Appeal against Secretary of State’s decision to support the Planning Inspector’s recommendation and to allow planning permission: Urgent request from the Campaign Group, Ardley Against the Incinerator for financial support:  
**Agreed:** To make no contribution.

## 12 Statutory Matters:

### 12.1 Action Plan 2010/2011:

- 12.1.1 To review the legal adequacy of and compliance with the Model Code of Conduct: (Action Plan Objective)

It was **Noted** that the Standards Board for England is to be abolished. This will have implications for the conduct regime.

**Agreed:** That Members are aware of their responsibilities to declare interests and maintain a Register of Interests, and are satisfied with their legal adequacy and compliance with the Code of Conduct.

- 12.1.2 To review the outcomes of the Action Plan 2010/2011:

All Objectives had been actioned.

**Agreed:** To update the following outcomes:

- i) Footpaths: Parish Paths Warden to review the stiles but it was unlikely that all would be replaced with kissing gates. This action is not urgent.
  - ii) Cemetery Development: Completed. Draft Policy deferred to 2011/2012.
- Action:** the Clerk

### 12.2 Action Plan 2011/2012:

- 12.2.1 To consider the Action Plan for 2011/2012: (previously circulated)

**Agreed:**

- i) To include the Objective: Old Allotments Pocket Park; Key Issues: Croughton Playing Field & Village Hall Plan)
- ii) To make the Action Point in respect of Community Development conditional upon the impact of the Localism Bill.

- iii) To remove all Statutory Objectives, with the exception of Risk Assessment (Health & Safety) and Financial Risk Assessment to Policies Objectives.
- iv) To review policies every second year.
- v) To approve the Action Plan 2011/2012 at next Ordinary Meeting to be held 11<sup>th</sup> April 2011.  
**Action:** the Clerk (amendments; Agenda item)

12.3 Asset Register YE 31<sup>st</sup> March 2011:

12.3.1 To Note briefing from the External Auditor: (previously circulated)

The Council **Noted** the following guidance on Fixed Assets (issued as a result of Amendments to proper practices

- i) Value: Original purchase cost or if not known, current value to remain unchanged until disposal.
- ii) Community Assets: No market value. Historic cost value or a £1 nominal value.
- iii) Gifted Assets: Estimated current value until disposal.
- iv) Depreciation: No adjustment for depreciation. Cost value to remain until disposal
- v) Annual Return: Cost values recorded in last year's Box 9 may need restating.

12.3.2 To review the Asset Register:

Work was in progress on the restated values. Researching cost values on Lighting assets was proving time consuming.

**Agreed:** To approve the Asset Register at next Ordinary Meeting to be held 11<sup>th</sup> April 2011.

**Action:** the Clerk (asset values; Agenda item)

13 To consider the design of the Parish Council's letter head:

**Agreed:** To defer consideration.

14 **Grasscutting:** (Action Plan 2011/2012 Objective)

14.1 To engage the grasscutting services of Mr M Dempsey for 2011/2012:

Mr Dempsey had supplied a copy of his Public Liability Insurance certificate (expiry date March 2012) showing a limit of £5million, together with costs per grasscut (as per 2010).

**RESOLVED:** It was proposed by Cllr Perkins and seconded by Cllr Coles to accept the services of Mr Dempsey for the 2011/2012 grasscutting season as per his letter of 24<sup>th</sup> February 2011.

**Action:** the Clerk (letter of appointment with note on the additional number of cuts to Portway Pocket Park)

14.2 NCC Urban Highway Grass Mowing s136 Agreement 2011: (Letter of 8<sup>th</sup> March 2011 from MGWSP/NCC refers)

It was **Noted** that:

- i) the contribution from NCC will be reduced by 10% on the 2010 figure (£553.10) to £497.79 based on a 25% reduction in cuts (from 4 to 3).
- ii) the Parish Council had resolved to enter into a s136 Agreement at its Meeting held 8<sup>th</sup> November 2010 (Minute No. 7.1 refers)

**Agreed:** To proceed to enter into the Agreement for 2011.

**Action:** the Clerk

15 **Highway Matters:** (Action Plan Objective)

15.1 Parking at Park End: To consider concerns expressed by residents:

Cllr Gelder reported that Cllr John Townsend, SNC had brought this to the attention of Mr Stephen Bate, Planning Enforcement Officer, SNC who is to investigate the planning history and compliance with original planning conditions. Cllr Ron Sawbridge, NCC is to advise on the situation in respect of any highway infringements.

**Action:** Cllr Gelder (follow up with Enforcement Officer)

**16 Annual Parish Assembly 2011:**

16.1 To draft an Agenda:

**Agreed:** To adopt the format of the 2010 Agenda with the inclusion of brief reports from members representing the Business Community.**Action:** Chairman and the Clerk**17 Correspondence:**

17.1 To consider items of Correspondence:

17.1.1 OCC Closer to Communities Strategy: To appoint Cllrs Gelder and Murdoch to represent the Parish Council at an event on 6<sup>th</sup> April 2011 at Bicester Community College:**Agreed:** That Cllrs Gelder and Murdoch attend the event on behalf of the Parish Council.**Action:** the Clerk (advise OCC)

17.1.2 Welcome Letters to newcomers: To consider an example Welcome letter and the inclusion of a Mission Statement: (Example previously distributed)

Members approved of the general thrust of the example letter which could be adapted for Croughton.

**Agreed:**

i) To refer to the Community Engagement Strategy in the letter

ii) To list the names of Members of the Parish Council but to withhold personal addresses and telephone numbers.

iii) To provide contact details of the Clerk and Parish Office.

**Action:** the Clerk (re-draft bespoke Croughton Parish Council Welcome letter)

17.1.3 Banbury CAB: To consider an appeal for financial support:

**Noted.**

17.2 To note:

17.2.1 Mrs Jean Morgan, Chief Executive, SNC: Departure at end of May 2011:

**Noted.**17.2.2 HS2 Consultation: Exhibition at Brackley 27<sup>th</sup>/28<sup>th</sup> May 2011: **Noted.**

17.3 Booklets, Leaflets, Brochures, Reports, Minutes: Received since previous Meeting:

i) SNC Lists of planning applications registered during periods 06.01.11 - 09.03.11

ii) Northamptonshire Improvement and Efficiency Partnership Project

iii) Northants CALC Update: January - February 2011 issue1/11

iv) South Northants Homes: Major works Briefing paper January 2011

v) NCC Youth Small Grants Scheme

vi) Banbury CAB Appeal

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

18.1 Free Website Upgrade Entitlement: 200Mb plus 20 email addresses

**Agreed:** To proceed with the upgrade.**Action:** Cllr Davies, the Clerk18.2 Centenarian: Mrs Jeacock will be 100 years old on 10<sup>th</sup> April 2011.**Agreed:** To acknowledge with a Greetings Card.**Action:** the Chairman and Cllr Robbins**19 To receive items for the next Meeting - Monday 11<sup>th</sup> April 2011:****None.**

The Meeting ended at 9.45 p.m.

Signed: \_\_\_\_\_ Date: 11<sup>th</sup> April 2011

Chairman

Chairman's Initials \_\_\_\_\_