

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 9th December 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 Trevor Davies
Councillor Penny Forbes
Councillor Pamela Gelder
Councillor Rob Robbins

Absent

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

None.

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 Parish Council Meeting held 11th November 2013:
(previously distributed)

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Gelder to Approve the Minutes of the Meeting held 11th November 2013.

6 Matters Arising from the Minutes of the Meeting held 11th November 2013 not on the Agenda: For Information:

6.1 Clerk's Report: (previously distributed)

Minute No 6.1:

- i) Footway Lighting in Brackley: Brought to the attention of Northants CALC.
- ii) Street Doctor Report URN 679185: Dislodged kerb stone at dropped kerb at 27 Park End. Completed 20th November 2013.

Minute 10.1: Resurfacing work: Mr David Farquharson, Assistant Director of Highways, Transport & Infrastructure, NCC has acknowledged the letter of thanks with appreciation.

Minute 10.2.1: Bus Stop at layby at Park End: Mrs Helen Howard, Community Liaison Officer, Northamptonshire Highways has confirmed that this scheme has been removed from the small works programme.

Minute No. 11.1: NCC Transport & Highways: The CPC Response to the Asset Management Consultation was submitted on 20th November 2013.

Minute No. 11.2: Safer Winter Driving leaflets: 20 leaflets were requested on 18th November 2013.

Other:

1. Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2013: Going through the Parliamentary process.

2. Quality Parish Scheme is likely to be re-launched in Spring 2014 as a 3 tier scheme.

1* level will be achievable by all Councils working within the law.

2* levels will be awarded to Councils demonstrating community leadership and engagement

3* level will be for those Councils who celebrate and promote excellence.

Noted.

7 Finance Matters:

7.1 Receipts & payments and balance of bank accounts:

Community Account: £1,562.34 (02.12.13)

Direct Access Account: £19,932.31 (02.12.13)

7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
102467	A H Contracts	Inv. 7075 dog waste bin emptying	£36.00	£6.00
102468	Texprep	Inv. 20376 newsletter	£66.30	
102469	Anglian Water	Allotments £48.25 Cemetery £19.01	£67.26	
102470	SLCC	Membership 2014	£49.00	
102471	A Le Druillenec	Salary Month 9	£320.19	
102472	HMRC	Tax Month 9	£71.40	
102473	A Le Druillenec	Reimbursement 1&1 Website inv 203002834754 Nov 13 - Feb 14	£25.16	£4.19

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

7.3 To note Receipts:

Date	Payer	Description	Amount
Nov 2013	Tenants	Allotment Rent	£56.10
06 Nov 13	Y Tapping	Advert Newsletter	£8.00
11 Nov 13	Sponsor	Newsletter	£695.60
18 Nov 13	HMRC	VAT refund	£364.75

Noted.

7.4 Mowing Agreement 2014: To enter, in accordance with section 136 of the LGA 1972, into an Agreement with NCC to carry out cutting of grass within the highway (including link footways and rights of way) and accept the contribution of £497.79 towards the cost of carrying out this work:

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Bennett to enter into the Agreement and accept the contribution of £497.79.

Action: the Clerk

7.5 Lighting Maintenance:

7.5.1 To review the terms of the Maintenance Agreement:

Mr Dave Mooney, E.ON had outlined the terms of the agreement:

i) A reduction in the cost of chargeable repairs carried out

ii) Clean and change every 3 years

iii) Survey giving details of location, type of lamp and column, controls- updated during clean and change.

The Clerk had requested more details and comparative costs.

Agreed: To investigate options offered by alternative suppliers.

Action: the Clerk

7.5.2 To Approve Payment:

Cheque No.	payee	Description	Total	vat
102474	E.ON	Inv 042557 Lamp No 53	£37.52	£6.25

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Cash not to Approve the Payment at this Meeting.

8 Budget 2014/2015:

8.1 To Note information re. the Council Tax Reduction Scheme (CTRS): SNC will decide at its Meeting on 14th January 2014 on whether to passport the grant to Parish Councils. In view of this, Parish Councils are advised to budget on the basis that a grant will not be forthcoming. The CTRS grant 2013/14 for Croughton Parish Council was £576.

Noted.

8.2 To draft a Budget for 2014/2015: (preliminary budget and reserves table previously distributed)
The following draft was **Agreed:**

Payments 2014/2015	Budget	From Reserves
Allotments:		
Wall and margin	1,300	
Water Rates	275	
Cemetery:		
Water and non domestic Rates	240	
Refurbishment, noticeboard	400	
Grasscutting:(incl. Cemetery hedge)	5,500	
Footway Lighting:		
Electricity/Maintenance	2,550	
Replacements/additional units	0	
Dog Waste Service	270	
Clerk's Salary	4,800	
Chairmans' Allowance	200	
Room Hire/Office Rent	1,000	
Administration	1,875	
Training related payments	775	200
Donations	50	
Communications:		
Newsletter	850	850
Website	100	
Defibrillator	1,800	300
Bus Stop	700	700
Maintenance	393	393
Total Payments 2014/2015	£23,078	£2,443

Receipts 2014/2015	Budget
Allotment Rent	850
Cemetery Fees	750
Grass Cutting Grant	498
Wayleave	5
Bank Interest	100
Newsletter	900
Donations	1,500
Reserves	2,443
Council Tax Reduction Scheme (CTRS)	0
Total Receipts 2014/2015	£6,653

9 Planning:

9.1 Applications:

None.

9.2 Notices of Decision: (Notified since publication of Agenda)

9.2.1 Application No. S/2013/1161/FUL

WITHDRAWN

Proposal: Alterations to front entrance wall (amendment to S/2011/1081/FUL) and erection of new timber gates (Part retrospective)

Amendment details: Amended plan received - general proposed

Location: Trinity House, Trinity House, Church Lane, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recno=70061>

9.2.2 1 Application No. S/2013/1353/FUL

APPROVED

Proposal: Conversion and extension of garage to form integral living space and enlargement of a single storey rear extension

Location: 42 High Street, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=70339&cuuid=A35923B6-0CC3-4BA5-9050-62BE085A85AF>

8.1.2 Application No. S/2013/1347/FUL

APPROVED

Proposal: Change of use to reclamation yard (previously approved under S/2001/0678/P with a personal condition 8).

Location: Park End Reclamation, Park End Barns, Croughton

<http://snc.planning-register.co.uk/plandisp.aspx?recno=70303&cuuid=F9A9DBE0-BE0C-45AC-8194-6C3308548F11>

9.3 SNC Local Plan: Issues Paper Consultation:

9.3.1 Parish Briefings held 12th & 13th November 2013: To receive a report: (previously distributed)

Cllrs Bodley-Scott and Tomlin had each attended one of the briefings. Each parish had been supplied with a Pack containing:

i) A copy of the SNC Local Plan Issues Paper; Topic papers

ii) Census data (subsequently revised and re-issued by SNC)

iii) Maps showing parish boundaries; constraints

iv) Village Questionnaire/Worksheet. It was **Noted** that this was similar to the CPC Survey.

v) List of known village services/facilities

vi) 5 Leaflets: Villages - The Issues; Countryside - The Issues; South Northamptonshire - The Issues; Towcester - The Issues; Brackley - The Issues. (copies available at the CPC Meeting)

Parishes are being asked to comment on local housing need, growth and provision, the value of village confines, and broader issues such as village hierarchy, sustainability, spatial objectives.

9.3.2 To identify Issues relevant to Croughton:

9.3.2.1 Precious or vulnerable areas in the village

9.3.2.2 Open Space

Action: Working Party (To consider)

9.3.3 To consider a response to the Consultation: Consultation ends 24th January 2014.

Agreed: That the Working Party meets and brings recommendations to the next Ordinary Meeting of the Parish Council to be held 13th January 2014.

Action: Cllrs Bodley-Scott, Davies, Forbes, Gelder and Tomlin

10 Training:

10.1 To consider Training needs: **None.**

10.2 Social Media Training 27th November 2013: Feedback: (report previously distributed) Attended by Cllr Bodley-Scott and the Webmaster. Various tried and tested ways of communicating with and engaging the community were put forward.

Agreed: To discuss further in relation to the Croughton website

Action: Cllrs Bodley-Scott and Davies, Webmaster

11 Action Plan 2013/2014:

11.1 Councillor Reports:

11.1.1 Croughton Active: Cllr Tomlin reported that the future was uncertain.

11.2 Councillor Actions:

11.2.1 Creation of Allotment Margin: Update:

Agreed: To hold a site meeting at 3 p.m. on 11th December 2013 to discuss next steps.

Action: Cllrs Bodley-Scott, Coles, Robbins and Tomlin.

11.2.2 Emergency Life Saving Equipment: Provision of an Automated External Defibrillator (AED) and responder support programme in the Community: Progress report:

Cllr Gelder reported as follows:

i) Meeting: 7 p.m. 20th January 2014: Caroline Holmes, Senior Associate for Patient Services, Arrhythmia Alliance (AA) will explain the scheme up to installation stage, outlining what is expected of both parties (AA and the Community), as well as demonstrating the use of an Automated External Defibrillator(AED)

ii) A central village location with power supply needed to be identified for the case-suggestions included the wall to the front of the Reading Room, the School.

iii) Volunteer Guardians would be required to check the equipment and record findings

iv) Ongoing costs: power, pads (£100 each every 3 years subject to usage)

11.3 Community Engagement:

11.3.1 Provision of Footpath along Brackley Road: Update: Cllr Tomlin advised that Drainage issues had not been overcome, that a survey costing in the estimated sum of £500 would be required to assess the viability of the scheme which was looking increasingly less likely. Alternative option: Widen the carriageway and define the unkerbed edge with a white line.

11.3.2 Affordable Housing: Progress Report: Cllr Tomlin reported that all units were roofed, not all windows had been installed, no services.

11.3.3.1 Street Naming:

11.3.3.1.1 To Note the response of SNC to the name selected at the previous Meeting: SNC was concerned that Townend would be misspelled as Townsend and asked the Parish Council to select another name.

Members **Noted** the response.

Cllr Tomlin advised that SNC would accept the name Town End Close.

11.3.3.1.2 To discuss the choice of street name for the development:

Members considered the following:

i) Townend Close: The land upon which the affordable dwellings are being built formerly belonged to Townend Farm. The road on the development for which the street name is being sought forms also the start of the rear service road to Townend Farm, thus ensuring that the connection between the development and Townend Farm will continue. The Townend Farm property name is clearly visible from the High Street, indirectly linking the new houses to the centre of the village and providing a helpful signpost for anyone looking for them.

ii) Town End Close: This does not suggest a link with Townend Farm or serve to link the new development with the village.

iii) Ash Corner Close: This is the historical name of the paddock on which the affordable housing development is being built, and is recorded in the 1808 Inclosure Award.

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

i) The Parish Council is strongly in support of its original choice, Townend Close, for the reasons expressed in its letter of 13th November 2013 and reinforced by those above

ii) The Parish Council would be immensely disappointed if SNC were to dismiss the street name of Townend Close

iii) If the choice of Townend Close were rejected by SNC, the Parish Council would, under sufferance, suggest an alternative name

iv) The Parish Council's alternative choice would be Ash Corner Close for the historical reasons set out above

Action: the Clerk

11.3.3.2 Siting of substation on Brackley Road: Update: Western Power Distribution has indicated that the proposed site was in proximity to the gas governor on Brackley Road.

11.4 Policies, Plans and Procedures:

11.4.1 Standing Orders: To review a draft of the new model Orders: (draft previously distributed) Cllrs Forbes and Gelder had reviewed the new NALC model Standing Orders against those currently observed by Croughton Parish Council.

The Parish Council considered recommendations in respect of Part I: Guidelines on Meetings:

Agreed:

i) Item 10: To remove the final sentence 'Failure to comply with the Code of Conduct can lead after a police investigation to prosecution by the Director of Public Prosecutions'.

ii) Item 11: To remove the word 'written' from before 'request' in the first line.

The Parish Council considered recommendations in respect of Part II: Standing Orders:

Agreed:

i) To endorse the draft.

ii) Paragraph 4: Committees and Sub-Committees: To remove v. (provision of substitute members to a committee)

iii) Paragraph 20: Relations with the press/media: a: Remove the final sentence 'Councillors shall not, in their official capacity provide oral or written statements or written articles to the press or other media'.

Action: Cllr Gelder (Finalise document for approval at the next Ordinary Meeting of the Parish Council to be held 13th January 2014)

11.4.2 Financial Risk Assessment: To review: (previously distributed)

RESOLVED: It was proposed by Cllr Gelder and seconded by Cllr Davies to Approve the Financial Risk Assessment.

12 Correspondence:

None.

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

None.

14 To receive items for the next Parish Council Meeting - Monday 13th January 2014:

None.

The Meeting ended at 9.35 p.m.

Signed: _____ Date: 13th January 2014

Chairman

Chairman's Initials _____