

# Croughton Parish Council

## Minutes of Croughton Parish Council Meeting Held on Monday 11<sup>th</sup> October 2010 at 7.30 p.m. in Croughton Village Hall

### Present

Councillor Pamela Gelder - Chairman  
Councillor Jean Coles  
Councillor Trevor Davies  
Councillor Caroline Murdoch  
Councillor Ann Perkins  
Councillor Susan Relf  
Councillor Rob Robbins  
Councillor Brian Tomlin

### Absent

Councillor Lesley Ramsay

In attendance - Mrs Ann Le Druillenec (Clerk)

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

Cllr Ramsay: Holiday

**RESOLVED:** It was proposed by Cllr Murdoch and seconded by Cllr Perkins to approve the Reason for Absence submitted by Cllr Ramsay.

#### 2 To invite Declarations of Interest:

None.

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

1. Mrs Sarah Firoozan: Item 8.1 Public Footpath AF13: The second extension to the temporary Traffic Regulation Order to close the footpath leading from Blenheim bridge to Croughton Mill had expired on 27<sup>th</sup> September 2010. An emergency 21 day Order had since been enforced. The site was still under construction, the Mill Cottage having been demolished a week ago. Progress had been delayed by ecology constraints imposed by Natural England. Mrs Firoozan was confident that the work outside would be completed within the next 6 months and asked for Parish Council support to further extend the temporary closure of the footpath to 27<sup>th</sup> March 2011. Mrs Firoozan could suggest no other route to the official designated alternative route other than the existing ROWs that link Mill Lane and Blenheim (bridleway AF4 from the lower part of Mill Lane to the telephone exchange, and Mill Lane itself).

The Chairman thanked Mrs Firoozan for her attendance.

#### 4 To approve the Minutes of the Meeting held 13<sup>th</sup> September 2010: (previously circulated)

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Robbins to approve the Minutes of the Meeting held 13<sup>th</sup> September 2010.

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

5.0 Highway Matters:

- 5.0.1 Footpath adjacent to the Blackbird Inn: The kerb had been lowered, not raised.  
 5.0.2 Bank at Blenheim: Clerk had been misinformed. The Bank had not been sided out.

#### 5.1 Clerk's Report:

Minute 5.1: Sponsorship of the Newsletter: The sponsor has requested anonymity. In accordance with these wishes the sponsor has not been acknowledged in the newsletter.

Minute 6.6: Election Budget: In 2007/2008 the Parish Council budgeted £931.00 of which a payment of £87.00 had been made to SNC for the 2007 uncontested parish Council election.

Minute 11.3: Request for Salt Bin: NCC is considering the request in accordance with its criteria for placing of grit bins on the highway.

Minute 11.4iii) Weeds growing in drainage grill opposite 5 Blenheim: Street Doctor URN 445720.

Minute 11.4iv): Charlton Road Sign: Street Doctor URN 448956.

Minute 14.1.2: Brackley Area Volunteer Car Service (BAVCS): The Service costs £10,000 per year to run. Two thirds funding is provided by NCC, through its Strategic Fund and SNC with the remainder derived from Brackley Town Council and registered members. This funding is secure to the end of the current financial year. Both principal authorities are awaiting the outcome of the Spending Review on 20<sup>th</sup> October and there are doubts that NCC will continue to fund the service. SNC has advised that it will make a minimum reduction of 20% in any funds in future. The BAVCS is working to promote the service to keep it running and welcomes donations.

#### Other:

i) Smartwater: The Police will distribute the Smartwater orders on Monday 8<sup>th</sup> November 2010. This will be done either by the Police visiting householders between 11 a.m. and 4 30 p.m. or at the village hall between the hours of 5 p.m. and 7 p.m. Should neither option be convenient the Parish Council will be asked to make alternative arrangements for the collection of outstanding orders.

ii) Allotments: Plot holders have been issued with their second half year rent demands. One person on the waiting list has been allocated a plot. A second tenant has indicated his wish to relinquish two of his plots at the end of March 2011 and these will be allocated to individuals on the waiting list in due course.

iii) Temporary closure of A4421 from Stoke Lyne turn to northern Stratton Audley turn from 25<sup>th</sup> October 2010 for 4 weeks. (Information supplied by OCC)

iv) Affordable Housing development Brackley Road: A reduced amount of grant funding is potentially available from the Homes and Communities Agency but this is subject to the Government Comprehensive Spending Review to be announced on 20<sup>th</sup> October 2010. Ms Alice Izzett, Strategic Housing Officer, SNC will provide an update on the situation.

## 6 Finance Matters

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

Barclays Bank: £8,360.96 (30.09.10) Standard Life: £15,367.02 (14.09.10)

#### 6.1.1 To Approve the Payments:

Cheque No.	Payee	Description	Total	vat	Note
102151	L Ramsay	Reimbursement Emergency Kit	£20.99		To Ratify
102152	A H Contracts	Inv 4996 dog waste bin emptying	£23.50	£3.50	
102153	Texprep	Inv 18306 newsletter	£61.20		
102154	M Dempsey	Inv 805 grasscutting	£690.00		
102155	E.ON UK Energy Services	Inv 012842 Lighting Maintenance	£228.94	£34.10	
102156	A Le Druillenec	Salary Month 7	£310.15		
102157	HMRC	Tax Month 7	£77.60		
102158	Royal British Legion	Poppy Wreath	£25.00		S137 pay <sup>t</sup>

**RESOLVED:** It was proposed by Cllr Perkins and seconded by Cllr Robbins to:

- i) Ratify the payment in the sum of £20.99 to L Ramsay

- ii) Approve the expenditure in the sum of £25.00 to the Royal British Legion Poppy Appeal under the powers invested in the Parish Council under s137 of the Local Government Act 1972
- iii) Approve the Payments.

6.2 To note Receipts:

Date	Payer	Description	Amount
01.09.10	J Wintour	Allotment Rent Plot 26	£10.00
13.09.10	Sponsor	Newsletter	£734.40
21.09.10	SNC	2 <sup>nd</sup> instalment Precept	£7,750.00

**Noted.**

- 6.3 Parish Grasscutting s136 Agreement with NCC: To Note the full claimable amount for 2010 is £553.10:

**Noted.**

- 6.4 Budget Monitoring: To note the position to 30<sup>th</sup> September 2010: (information previously circulated)

It was **Noted** that General Administration costs were 75% of total budget.

- 6.5 To consider Training needs:

6.4.1 SNC Licensing Consultation Training 16<sup>th</sup> November 2010: **None.**

6.4.2 Northants CALC: Venue of Election Workshop on 7<sup>th</sup> December 2010 was inconvenient.

**Action:** the Clerk (make enquiries about holding a Workshop at Litchborough)

## 7 Planning:

### 7.1 Applications:

a) Ref: S/2010/1144/FUL

Proposal: First floor rear extension, replacement of existing flat roof with pitched roof, and cladding of rear wall with stone

Location: 30 High Street Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=63149>

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

b) Ref: S/2010/1163/FUL

Proposal: Replace the flat roof with a pre-insulated pitched roof with matching gable cladding fascias and rainwater downpipes

Location: Building 75 RAF Croughton

<http://snc.planning-register.co.uk/PlanAppDisp.asp?RecNum=63146>

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

### 7.2 Notices of Decision:

c) Ref: S/2010/0905/FUL

REFUSED

Proposal: Two storey rear extension

Location: 8 High Street Croughton

d) Ref: S/2020/1034/FUL

REFUSED

Proposal: Proposed garage extension to form studio hobby space

Location: 12 High Street Croughton

- 7.3 Windfarms and Planning Policy: To note correspondence from Cherwell District Council in respect of local policy about proximity of wind turbine developments to residential properties: **Noted.**

- 7.4 Energy from Waste Incinerator at Ardley Fields: Ref: MW 0078/10:

7.4.1 To note additional information relating to the application.

<http://myeplanning.oxfordshire.gov.uk>

**Noted.**

Councillors were encouraged to send comments to members of the Planning and Regulation Committee from 15<sup>th</sup> October, prior to the Meeting at which OCC would consider the second application on 25<sup>th</sup> October 2010. OCC had acknowledged the Parish Council's objection and confirmed the date of the Planning and Regulation Committee Meeting.

7.4.2 Ardley Against the Incinerator Open Meeting to be held 12<sup>th</sup> October 2010: Cllrs Gelder and/or Tomlin to attend.

## 8 Public Rights of Way:

### 8.1 Public Footpath AF13:

8.1.1 To note the existence of the emergency closure Order: **Noted.**

8.1.2 To consider a further extension of the temporary closure and implementation of an additional Traffic Regulation Order to 27<sup>th</sup> March 2011:

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to support the temporary closure to 27<sup>th</sup> March 2011.

### 8.2 The Definitive Map and Statement for Northamptonshire:

8.2.1 To agree that the Parish Council enters into a Licence Agreement with Northamptonshire County Council to hold and use Extracts of the Definitive Map for Northamptonshire:

8.2.2 To approve an order for extra copies of the Parish Centred Map at a cost of £5.50 per copy:

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies that:

i) Croughton Parish Council enters into a Licence Agreement with Northamptonshire County Council to hold and use Extracts of the Definitive Map for Northamptonshire

ii) to order on extra copy of the Parish Centred Map at a cost of £5.50 for display in the Village Hall Noticeboard.

**Action:** the Clerk (Licence Agreement; order extra copy)

## 9 Statutory Matters

### 9.1 Risk Assessment of Public Areas: (Action Plan Objective)

9.1.1 Lighting Areas:

9.1.1 To receive Reports:

Reports were received relating to Areas 1, 2, part 3, 4 and 5.

9.1.2 To agree action arising from the Reports:

**Agreed:**

i) That lamps in the High Street required cleaning.

ii) That at some locations trees were interfering with lamps.

**Action:** the Clerk (check Maintenance Agreement in respect of cleaning; compile action list for approval); Cllrs Robbins and Tomlin (inspect trees as per ii)

### 9.2 Annual Review of Financial Regulations: (Action Plan Objective)

9.2.1 To consider recommendations arising from the Review: (previously circulated)

Recommended amendments:

i) page 1: paragraphs 1-3 to reflect the free-standing nature of the Financial Regulations and not included in Standing Orders

ii) All pages - change light italic to light standard to accord with i) above and delete the cross-referencing standing order numbers.

**RESOLVED:** It was proposed by Cllr Perkins and seconded by Cllr Tomlin to adopt the recommendations arising from the Review.

## 10 Quality Status: (Action Plan Objective)

### 10.1 To review progress on the preparation of the Parish Council's Portfolio:

Evidence has been compiled in support of the following Tests:

- Test 1: Electoral Mandate
- Test 2: Qualifications of the Clerk
- Test 3: Meetings - yet to copy the Notices and Minutes
- Test 5: Annual Reports
- Test 6: Accounts
- Test 7: Code of Conduct
- Test 9: Terms and Conditions
- Test 10: Training

Evidence in support of Tests 4 and 8 is incomplete and is as follows:

Test 4: Communications: There are two sections: Mandatory, which the Parish Council will be able to meet, and Discretionary, for which one of the 9 pieces of supporting evidence will include the draft Community Engagement Strategy which has been on the Parish Council website for consultation.

Test 8: Promoting Democracy and Local Leadership: The draft Emergency Response Plan has also been on the Parish Council website for consultation. Links with the School will be used in support.

**Action:** the Clerk (contact Eric Franklin, Northants CALC Quality Adviser for further guidance); the Chairman and the Clerk (compile evidence in respect of Tests 4 & 8)

## **11 Community Engagement Strategy:**

- 11.1 To consider responses from the public Consultation to 30<sup>th</sup> September 2010: **None.**
- 11.2 To approve the final document: (previously circulated)

The Strategy was not considered to be binding, being a document mapping out the direction, pace and means of working to which the Parish Council aspired.

**RESOLVED:** It was proposed by Cllr Murdoch and seconded by Cllr Tomlin to approve the Community Engagement Strategy.

**Agreed:** To invite Mr Jamie Bodley-Scott to speak to the Parish Council about his Community Event idea at 7 p.m. on 13<sup>th</sup> December 2010, prior to the opening of the Parish Council Ordinary Meeting at 7.30 p.m.

**Action:** the Clerk

## **121 Emergency Response Plan:**

- 12.1 To consider responses from the public Consultation to 30<sup>th</sup> September 2010: One person had volunteered medical expertise and assistance.
- 12.2 To approve the final document: (previously circulated)

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Davies to approve the Emergency Response Plan.

## **13 Highway Matters: (Action Plan Objective)**

### **13.1 Acquisition of 2 Vehicle Activated Signs:**

13.1.1 To agree in principle the purchase of 2 VAS devices at a cost of £1,676.00 each plus data logger at £113.52 per sign plus associated estimated costs of approximately £5,400 in respect of traffic management, staff and connection costs as supplied by the Agent for NCC Highways in respect of their installation at Park End near Croughton House and at Blenheim, opposite No. 19:

The Parish Council was in favour in principle of the purchase of 2 electrically powered VAS devices with data logger facility. The final associated costs in respect of traffic management, staff and connection costs were not yet known.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Murdoch to agree in principle to purchase 2 VAS devices at a cost of £1,676.00 each plus data logger at £113.52 per sign and to authorise the Parish Council to expend £5,000 designated reserves on the project.

13.1.2 To accept the offer of Matched Funding from NCC and to resolve to proceed on that basis:

**RESOLVED:** It was proposed by Cllr Murdoch and seconded by Cllr Davies to accept the offer of Matched Funding from NCC, whereby the Parish Council and Northamptonshire County Council each pays half the cost of the project.

13.1.3 NCC Empowering Councillors and Communities Fund:

13.1.3.1 To clarify the situation in respect of the availability of Cllr Sawbridge's pledge of £2,250.00 as a component of the Parish Council's Matched Funds:

Cllr Sawbridge had indicated that the Empowering Councillors and Communities Fund had no connection with the Matched Funding. Securing the £2,250.00 pledged by Cllr Sawbridge would be subject to the successful outcome of an independent application to the Fund. **Noted.**

13.1.3.2 Subject to information at 13.1 to review acceptance of this offer: The Parish Council was in favour of accepting the pledge of £2,250.00 from Cllr Sawbridge, regarding this as a small contribution towards meeting the extensive highway concerns of the parish, issues which had the support of Croughton's MP.

**Agreed:** To ask Cllr Sawbridge to apply to the Empowering Councillors and Communities Fund for a grant of £2,250.00 for the VAS project.

**Action:** Cllr Gelder (convey decision to Cllr Sawbridge)

#### 14 Correspondence:

14.1 To consider items of Correspondence:

14.1.1 NCC Concessionary Bus Fares: To consider proposed changes to the current arrangements to take effect from 1<sup>st</sup> April 2011:

**RESOLVED:** It was proposed by Cllr Relf and seconded by Cllr Tomlin to object to the proposal to discontinue concessions to companions of passholders.

**Action:** the Clerk (respond by 15<sup>th</sup> October 2010)

14.1.2 OCC Closer to Communities Strategy: To nominate one representative to attend an event at Banbury Town Hall from 6.30-8.30 p.m. on Thursday 18<sup>th</sup> November 2010:

**Agreed:** that either Cllr Murdoch or Cllr Gelder attends the event on behalf of the Parish Council.

**Action:** Cllr Murdoch or Cllr Gelder (reserve place)

14.2 To note:

14.2.1 Community Policing: 'Have your Say' Event: 7 p.m. - 9 p.m. on 17th November 2010 Magdalen College School, Brackley:

**Agreed:** Cllrs Coles, Perkins and Tomlin to attend

**Action:** the Clerk (reserve places)

14.2.2 Have your Say Questionnaire:

**Agreed:** To return completed questionnaires to the Clerk at the next Ordinary Meeting to be held on 8<sup>th</sup> November 2010.

**Action:** All Councillors

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

i) SNC Lists of planning applications registered during periods 09.09.10 - 29.09.10

ii) NCC Trading Standards Approved Trader Scheme

iii) NCC/Milton Keynes Council: Project Reduce news September 2010

iv) Northants CALC: Update September -October 2010

v) Came & Company: Parish Matters Autumn 2010

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

- 15.1 Cllr Gelder: Croughton All Saints CE Primary School: Forthcoming invitation for Members of the Parish Council to have tea with the School Council at 2.30 p.m. on Monday 22<sup>nd</sup> November 2010.
- 15.2 Cllr Gelder: Newsletter:
  - 15.2.1 Excellence of the previous 3 issues.  
**Action:** Cllr Gelder (Thanks to the Editor, Mrs Georgina Lucas, and contributors)
  - 15.2.2 Print Run: Copies for local businesses.  
**Action:** the Clerk (costs for 380 copies)
- 15.3 Cllr Robbins: South Northants Homes Estate Walkabout 13<sup>th</sup> October 2010: The Parish Council had not been invited. Fence at Reading Room.  
**Action:** the Clerk (complain to SNH)
- 15.4 Cllr Perkins: Dog Fouling at Portway Pocket Park: Signage? Dog Fouling also along the High Street by the Blackbird Inn.  
**Action:** Cllr Murdoch (newsletter article)
- 15.5 Cllr Relf: Strimming of bank at High Street at junction of Mill Lane: H&S issues.  
**Action:** Cllr Relf (discuss with contractor)
- 15.6 Cllr Gelder: Lorries queuing to enter TPM at Park End.

**16 To receive items for the next Meeting - Monday 8<sup>th</sup> November 2010:**

**None.**

The Meeting ended at 9.55 p.m.

Signed: \_\_\_\_\_ Date: 8<sup>th</sup> November 2010  
Chairman