

## Croughton Parish Council



### Minutes of Croughton Parish Council Meeting Held on Monday 12<sup>th</sup> December 2011 at 7.30 p.m. in Croughton Village Hall

**Present:**

Councillor Pamela Gelder - Chairman  
Councillor Margaret Bennett  
Councillor Fran Bodley-Scott  
Councillor Rodney Cash  
Councillor Jean Coles  
Councillor Trevor Davies  
Councillor Lesley Ramsay  
Councillor Rob Robbins  
Councillor Brian Tomlin

**Absent: No-one**

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

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

None.

**2 To invite Declarations of Interest:**

Cllr Robbins: Prejudicial Interest in item 7.1.1 Application No; S/2011/1390/FUL  
Reason: Applicant

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

None.

**4 To approve the Minutes of the Meeting held 14<sup>th</sup> November 2011:** (previously distributed)

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Tomlin to approve the Minutes of the Meeting held 14<sup>th</sup> November 2011.

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

5.1 Clerk's Report: (previously distributed)

Minute 6.4: Lamp Column No.41: The work was carried out on 17<sup>th</sup> November 2011. The lamp column will be numbered in due course.

Minute No 19: Little Brook Ward Meeting: Evenley Parish Council has invited Martin Henry, the 'Director for the Ward'.

**2. Other:**

i) Ardley efw: The campaign is at an end.

ii) Invitation to gather at Dingley to see the Olympic Torch: 2<sup>nd</sup> July 2012.

**Noted.**

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**6 Finance Matters:****6.1 Receipts & payments and balance of bank accounts:**

Barclays Bank: £731.76 (05.12.11) Standard Life: £18,969.24 (05.12.11)

**6.2 To Ratify and Approve the Payments:**

Cheque No	Payee	Description	Total	vat	Note
102275	E.ON	Inv 024595 lamp no 41	£1,311.60	£218.60	To Ratify <sup>1</sup>
102276	A H Contracts	Inv 5824 dog waste bin emptying	£24.00	£4.00	
102277	Texprep	Inv 19198 Newsletter	£66.80		
102278	M Dempsey	Inv 907 grasscutting	£360.00 <sup>2</sup>		
102279	SLCC	Membership 2012	£46.50		
102280	B Tomlin	Cement & fixings Allotment sign	£26.16	£4.36	
102281	A Le Druillenec	Salary Month 9	£310.35		
102282	HMRC	Tax Month 9	£77.40		
102283	R Robbins	4no. trees Cemetery inv 69925	£27.80	£4.63	

<sup>1</sup>Payment made on 30.11.11 in accordance with Minute No. 6.4 CPC Meeting held 14<sup>th</sup> November 2011<sup>2</sup>Since publication of Agenda, the Contractor had amended the invoice to include a cut to Portway Pocket Park (£15.00)**RESOLVED:** It was proposed by Cllr Bennett and seconded by Cllr Davies to approve the Payments.**6.2.1 Additional Payment:**

CJM Fencing Ltd: inv 200266; £340.00; Re: supply &amp; laying of slabs at Garden of Remembrance

**RESOLVED:** It was proposed by Cllr Tomlin and seconded by Cllr Bennett to approve the additional payment for ratification at the next Ordinary Meeting of the Parish Council to be held on 9<sup>th</sup> January 2012.

(Cheque no. 102284)

**Action:** the Clerk (include in Payments Schedule)**6.3 To note Receipts:**

None.

**7 Planning:****7.1 Applications:**

7.1.1 Ref: S/2011/1390/FUL

Proposal: Single storey rear extension including roof lantern and the replacement of an existing corrugated roof with flat roof to match existing lounge extension

Location: 37 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65819>*Cllr Robbins had declared a prejudicial interest and withdrew from the Meeting.***RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Cash to make NO OBJECTIONS.*Cllr Robbins re-entered the Meeting.***7.2 Decisions:**

7.2.1 Ref: S/2011/1081/FUL

PERMITTED

Proposal: Garage conversion, dingle detached garage, alteration to garden wall and balcony to first floor rear elevation

Location: Trinity House, Church Lane, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65342>

7.2.2 Ref: S/2011/1149/FUL

REFUSED

Proposal: To erect a wrought iron style front railing fence and gates for pedestrian and vehicular access

Location: The Old Chapel, 23 High Street, Croughton

<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65413>

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7.2.3 Ref: S/2011/1280/FUL & S/2011/1281/LBC WITHDRAWN  
 Proposal: New front porch, replacement window and French doors, new opening to north section of garden wall and extension of west side garden wall and associated works  
 Location: Croughton House West, Church Lane, Croughton  
<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65680>

7.2.4 Ref: S/2011/09-897/FUL PERMITTED  
 Proposal: Increase roof height of garage to create room above  
 Location: Sax View, 1 Blenheim, Croughton  
<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=65119>

7.2.5 Ref: S/2011/1156/MAF PERMITTED  
 Proposal: Proposed lighting at the running track at RAF Croughton  
 Location: RAF Croughton, Brackley  
<http://snctest.planning-register.co.uk/plandisp.aspx?recNo=651409>

The Parish Council wished to record its thanks to Cllr Tomlin for attending the SNC Development Control Committee Meeting held on 1<sup>st</sup> December 2011 at which he had spoken to the proposal in respect of lighting at the running track at RAF Croughton.

7.3 Consultation on Neighbourhood Planning Regulations: Deadline 5<sup>th</sup> January 2012  
<http://www.communities.gov.uk/publications/planningandbuilding/planningregulationsconsultation>

(The document was in circulation)

Feedback: That the Parish Council considers the creation of a Neighbourhood Plan and its inclusion as an Action Plan Objective.

**Agreed:** To collate comments and respond to the consultation.

**Action:** All Councillors (send comments to the Chairman by 20<sup>th</sup> December 2011)

7.4 Northamptonshire Minerals and Waste Development Framework: Development and Implementation Principles SPD: To Note the end of the period for legal challenge to the adopted SPD: **Noted.**

## 8 Training:

8.1 To respond to the invitation from SNC to attend a session on Neighbourhood Planning on 9<sup>th</sup> January 2011:

**Agreed:** Cllr Bodley-Scott to take up CPC's place; Cllr Ramsay to be placed on Waiting List

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

8.2 To consider requests to attend training sessions: (NCALC training calendar previously circulated)  
**None.**

## 9 Statutory Matters: (Action Plan Objective)

9.1 To consider a Budget for 2012-2013: (draft Budget 2012/2013 previously circulated)

The Parish Council considered the following papers:

9.1.1 Draft Budget for Receipts 2012/2013: Total anticipated receipts: £5,619 including:

i) £1,000 Newsletter (sponsorship and adverts)

ii) £2,570 Reserves (£1,400 additional lighting; £290 training; £880 Newsletter)

9.1.2 Draft Budget for Payments 2012/2013 & Notes: Total anticipated payments: £27,705 including:

i) Requests as per Minute No. 6.5 CPC Meeting held 14<sup>th</sup> November 2011:

Amount	Item	Adjustments suggested 12 <sup>th</sup> December 2011
£3,000	Allotment Wall	
£300	Website	£100
£250	Neighbourhood Planning	
£200	Emergency Plan	
£100	Election costs	Nil
£100	Exclusive Rights of Burial ledger	Information Board at Cemetery £200
£300	Defibrillator kit	
£3,000	Additional Street Lighting	
£2,000	Parking Spaces	£500
£150	Dog Waste Bin	

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9.1.3 Estimated Reserves carried forward at 31.03.12: £15,045

The Parish Council considered the appropriateness of the estimated level of reserves.

**Agreed:** To set a Budget for 2012/2013 linked to a clear purpose and representing a maximum increase of 3% over the current Budget for 2011/2012.

**Action:** Chairman and the Clerk (compile second draft Budget 2012/2013; circulate in advance of Meeting); All Councillors (relay comments on second draft budget 2012/2013 to the Clerk in advance of Meeting)

9.2 To review the Financial Risk Assessment: (previously distributed)

**Agreed:**

i) To re-word the notes in respect of point 9 Reserves Street Lighting

ii) To approve amended document at the next Ordinary Meeting of the Parish Council to be held 9<sup>th</sup> January 2012

**Action:** the Clerk (Amend Document; Agenda item)

Point 15: Security of records: The Council discussed the adequacy of its arrangements for storage of Minutes, Cemetery Records and electronic files.

9.3 To initiate a review of Financial Regulations:

**Agreed:**

i) That Cllrs Bennett and Gelder review the Financial Regulations.

ii) To consider any recommendations at the next Ordinary Meeting of the Parish Council to be held 9<sup>th</sup> January 2012.

**Action:** Cllrs Bennett and Gelder (recommendations); Clerk (Agenda item)

9.4 To update the Asset Register: (previously distributed)

Update: Street Lights value adjusted on basis of replacement of lamp column Lamp No 41.

**RESOLVED:** It was proposed by Cllr Davies and seconded by Cllr Robbins to approve update to the Asset Register at 12<sup>th</sup> December 2011.

10 **Cemetery:** (Action Plan Objective)

10.1 Garden of Remembrance: To approve materials and design:

The installation of the two rows of slabs had been completed on 10<sup>th</sup> December 2011.

**Agreed:**

i) To fill in gaps along the edge and between the joints

ii) To recommend any tree works.

**Action:** Cllrs Robbins and Tomlin

10.2 Cemetery Policy: (page 3: Purchase of Exclusive Burial Right: paragraph 4)

**Agreed:** That Cllr Robbins is the designated member of the Parish Council with whom the Parish Clerk liaises in respect of allocation of graves.

11 **Affordable Housing:**

11.1 To consider revised Local Connection Criteria to be applied to the proposed scheme at

Brackley Road: (previously distributed)

The Council was in favour of a second level of connection being applied based on the advice of SNC in respect of the filling of shared ownership properties by persons with local connections.

**RESOLVED:** It was proposed by Cllr Coles and seconded by Cllr Davies to approve the inclusion of a second level of connection as per the revised Local Connection Criteria.

**Action:** the Clerk (inform Strategic Housing Officer, SNC)

11.2 Update: For Information:

i) Funding issues remain and these have delayed submission of the planning application.

ii) Prospective Developer: Orbit Heart of England Housing Association (East Midlands Housing Association is no longer able to commit funds to the scheme.)

iii) Allocations: Local Connections Survey and Consultation event to be organised once the build commences.

**12 To consider Parking Issues at the Allotments:**

Issues:

- i) The recently installed No Parking sign was not being effective.
- ii) Vehicles were still being parked at the emergency access to the Allotments Pocket Park.

Possible Solutions:

- i) Clamp vehicles - CAB advice was **Noted**.
  - ii) Re-issue formal letter to culprit.
  - iii) Seek counsel on requirements for vehicular access from Emergency Services
- Agreed:** To monitor the situation and to consider placing parking issues in the Village on the Agenda of a future Meeting of the Parish Council.

**13 Highway Matters:****13.1 To examine Data from VAS devices:**

Cllr Davies spoke to this item, advising with regret that he was unable to continue in this role. The supplier had not yet provided the data file and no data had been collected.

**Agreed:**

- i) That a procedural check list would be a useful guide for the data collector
- ii) That an assessment of the value and purpose of the data was needed
- iii) To appoint a data collector to succeed Cllr Davies

**Action:** Cllr Davies (Check List; Contact the supplier in respect of the data file and any information on the uses and value of data collected)

**13.2 Highway Issues: Update:**

i) Low overhead road sign by the School: (Minute No. 21.2 CPC Meeting 14<sup>th</sup> November 2011 refers) Mrs Helen Howard, Community Liaison Officer, NCC will look into this.

ii) Manhole at Park End Works: Temporarily covered with tarmac pending works by Anglian Water

iii) White lines: Refurbished.

iv) Request for Give Way sign at bottom of Wheelers Rise: To be included in the list for small works to be considered by NCC Highways in the financial year 2012-2013.

**14 Astwick Liaison Group:****14.1 To receive a report of Meeting held 12<sup>th</sup> October 2011: (Minutes of Meeting held 12<sup>th</sup> October 2011 previously distributed)**

Cllr Coles gave an update - burglaries, liaison with RAF Base. **Noted**.

**15 Village Event 2012 in Celebration of HM Queen's Diamond Jubilee:****15.1 To receive an Update: Cllr Gelder reported on the Meeting held 7<sup>th</sup> December 2011: Wine Sales: £108; Friends Feed blog; Logo Competition at School- under 8yrs; 8-14 yrs - Winner to be announced in February 2012; Marquee to be supplied by RAF Croughton; Target recipient groups for funds - Reading Room, Parish Church, Croughton PF&VH, School; Village Sponsor; Event Programme and Timetabling: 6 p.m. natural lull prior to entertainment in the Village Hall.****Noted.****15.2 To authorise a s137 Payment in the sum of £500 designated funds for the Village Event 2012:**

**RESOLVED:** That the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972 should incur expenditure which in the opinion of the Council is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: It was proposed by Cllr Davies and seconded by Cllr Tomlin to grant the sum of £500.00 to the Croughton Jubilee Fund as a contribution towards the Village Event in celebration of HM the Queen's Diamond Jubilee 2012. (Cheque no. 102285 was raised)

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**16 Calendar of Meetings 2012:**

16.1 To set the dates of Ordinary Meetings 2012:

**Agreed:**

i) Time: 7.30 p.m.

ii) Dates:

Monday 9<sup>th</sup> January 2012Monday 13<sup>th</sup> February 2012Monday 12<sup>th</sup> March 2012Monday 16<sup>th</sup> April 2012Monday 14<sup>th</sup> May (Annual Parish Council Meeting)Monday 11<sup>th</sup> June 2012Monday 9<sup>th</sup> July 2012Monday 13<sup>th</sup> August 2012Monday 10<sup>th</sup> September 2012Monday 8<sup>th</sup> October 2012Monday 12<sup>th</sup> November 2012Monday 10<sup>th</sup> December 2012

iii) Venue: Parish Room, Croughton Village Hall

16.2 To set the date of the Annual Parish Assembly 2012:

**Agreed:**i) 7.30 p.m. on Monday 30<sup>th</sup> April 2012

ii) Venue: Reading Room (to be confirmed)

**17 Correspondence:**

17.1 To Consider:

17.1.1 SNC Job Clubs and Job Match Service:

**Agreed:** To contact Mr Greg Ward, Economic Development Officer, SNC to express interest in the outreach service and to invite him to the next Ordinary Meeting of the Parish Council to be held 9<sup>th</sup> January 2012.**Action:** the Clerk

17.2 For Information:

17.2.1 RAF Croughton: Construction work January -March 2012: **Noted.**

17.3 Documents to View:

i) Northamptonshire Rural Housing Association Annual Report 2010-2011

ii) SNH: Major Works Briefing paper October 2011; Annual report 2010-2011

iii) Northants CALC Update November - December 2011

iv) LCR Review Winter 2011

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

18.1 RAF Croughton: Radome Canopies:

**Agreed:** To send a formal letter of thanks from the Parish Council to Mr Paul Graver, Director, RITC and Squadron Leader Will Still, RAF Commandeer, RAF Croughton**19 To receive items for the next Parish Council Meeting - Monday 9<sup>th</sup> January 2012****None.**

The Meeting ended at 10.15 p.m.

Signed: \_\_\_\_\_ Date: 9<sup>th</sup> January 2012

Chairman

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