

Croughton Parish Council



Minutes of Croughton Parish Council Meeting Held on Monday 13th January 2014 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 Rob Robbins

Absent

Councillor Pamela Gelder

In Attendance: Mrs Ann Le Druillenec (Clerk)

1 To Receive Apologies and Approve the Reasons for Absence:

Cllr Gelder: Prior Family Commitment

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Forbes to Approve the Reason for Absence submitted by Cllr Gelder.

2 To Receive Requests for Dispensations:

None.

3 To invite Declarations of Interest:

Cllr Tomlin: Item 11.3: SNC Local Plan: Issues Paper Consultation- Park End works.
Reason: Landowner.

4 Public Participation: Members of the Public may speak to Agenda items:

None.

5 To approve the Minutes of the Parish Council Meeting held 9th December 2013: (previously distributed)

Note: Page 54: Total anticipated Receipts 2014-15: £7,046 (not £6,653 as in draft)
Correction made to final draft.

RESOLVED: It was proposed by Cllr Bodley-Scott and seconded by Cllr Bennett to Approve the Minutes of the Meeting (as corrected above) held 9th December 2013.

6 Matters Arising from the Minutes of the Meeting held 9th December 2013 not on the Agenda: For Information:

- 6.1 Clerk's Report: (previously distributed)
Minute No 6.1:

i) Footway Lighting in Brackley: Northants CALC has suggested that CPC considers raising this as a topic at the West Northamptonshire Parish Forum to be held 11th June 2014.

Agreed: To raise the matter of double taxation at the Little Brook Ward Meeting to be held 27th January 2014.

7 Finance Matters:

- 7.1 Receipts & Payments and balance of bank accounts:

Community Account: £870.03 (06.01.14)

Direct Access Account: £19,932.31 (06.01.14)

- 7.2 To Ratify and Approve the Payments:

Cheque No	Payee	Description	Total	vat
DD	BTplc	Telephony Ref: Q019 9W	£221.40	£36.90
102474	A H Contracts	Inv. 7125 dog waste bin emptyir	£24.00	£4.00
102475	Texprep	Inv. 20470 newsletter	£66.30	
102476	E.ON	Inv. 043837 Maintenance	£246.73	£41.12
102477	E.ON	Electricity 01.10.13 - 31.12.13	£416.45	£69.41
102478	A Le Druillenec	Salary Month 10	£319.99	
102479	HMRC	Tax Month 10	£71.60	
102480	A Le Druillenec	Inv. 0002168621 Toner	£56.32	£9.38

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

- 7.3 To note Receipts: **None.**
7.4 To Note the Receipts and Payments account to 31st December 2013: (previously distributed)

Noted.

- 7.5 To Note the Report of the Internal Control Councillor for Q3: (verbal report)
Cllr Forbes reported on the checks that had been carried out on 8th January 2014. There were no recommendations.

Noted.

- 7.6 To review the level of Fidelity Guarantee:
The Standard Insurance cover provided by the current policy is more than adequate at £150,000.

Noted.

8 Lighting Maintenance:

- 8.1 To review the current Maintenance Agreement: (information previously distributed)
The Council reviewed the terms of the current Maintenance Agreement. It was **Noted** that the comprehensive clean of bowls and change of lamps is due in 2014.

- 8.2 To consider quotations from other suppliers: (information from 3 other suppliers previously distributed)
The Council considered quotations from other suppliers.

Agreed:

i) To continue with the current Maintenance Agreement.

ii) To review in March 2014.

iii) To bring this topic to the attention of the Little Brook Ward Meeting to be held 27th January 2014.

Action: the Clerk

8.3 To Approve Payment:

Cheque No.	payee	Description	Total	vat
102481	E.ON	Inv 042557 Lamp No 53- replace ignitor ¹	£37.52	£6.25

¹ Replacement ignitors are not covered under the current Maintenance Agreement.

RESOLVED: It was proposed by Cllr Cash and seconded by Cllr Bodley-Scott to Approve the Payment.

9 **Budget 2014/2015:**

9.1 To Note information re. the Council Tax Reduction Scheme (CTRS):

SNC had advised that it would not be making a separate grant in 2014-2015.
(In 2013/2014 SNC granted CPC the sum of £576 to mitigate the impact of the CTRS)

Noted.

9.2 To Approve the Budget for 2014/2015: (draft Budget 2014/2015 £23,078 previously distributed)

The Council revisited the adequacy of the following draft Budget categories:

1.3 Allotment Wall: £1,000:

6.1 Clerk's Salary: £4,800

7.5 Office Equipment: £nil

Agreed:

i) To include a £900 Contingency in the Budget

ii) To retain category 13.3 Bus Stop: £700 (from Reserves).

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to Approve a Budget for 2014/2015 in the sum of £23,978.00.

10 **Precept 2014/2015:**

10.1 To Note the estimated tax base of 296.2 for 2014/2015: (Tax Base 2013/2014 was 291.4)

Noted.

10.2 To Approve a Precept for 2014/2015:

The Council, mindful of the impact on Council Tax, considered whether to increase the Precept or to retain the level for the third successive year.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Cash to set a Precept of £16,940 for 2014/2015.

Action: the Clerk

11 **Planning:**11.1 **Applications:**

None.

11.2 **Notices of Decision:**

None.

11.3 **SNC Local Plan: Issues Paper Consultation:**

11.3.1 To review community development priorities identified by residents through the village-wide questionnaire:

i) Reinstatement of Post Office: Some progress had been made.

- 11.3.2 To Approve a response to the Consultation:
 11.3.2.1 Response to SNC Local Plan Worksheet: (previously distributed)

Cllr Tomlin had declared an interest and took no part in the discussion.

Cllr Forbes chaired the discussion.

The Response addressed the following:

1. Croughton Parish's unique or special characteristics
2. The potential for enhancement
3. Vision for the next 10-15 years
4. The results of Croughton Village Plan Survey January 2013
5. Parish Needs over the next 10-15 years
6. Improvements required to achieve the aim and to make the village more sustainable
7. Village Confines Policy
8. Protection of Green Spaces.

Agreed: That the paper was an excellent and professionally written document which fairly represented the views of residents and the Parish Council.

RESOLVED: It was proposed by Cllr Coles and seconded by Cllr Davies to:

- i) Adopt the Response to the SNC Local Plan Worksheet
- ii) Submit the paper as the formal response of Croughton Parish Council.

Action: the Clerk (deadline 24th January 2014)

Thanks were extended to Members of the Working Party for compiling the response.

11.3.2.2 Response to SNC Local Plan Issues paper - Villages: (previously distributed)

Cllr Bodley-Scott spoke to the paper which addressed Issues for the Rural Areas:

1. Development Strategy and Settlement Hierarchy: Members considered paragraph 4 and agreed with the statements in the draft response.
2. Type and Scale of Development: Members agreed to re-word paragraph 3 in support of a lower percentage (25%) of affordable housing mix on sites of 5 or more dwellings.

Agreed: To re-word paragraph 3 to reflect this.

Action: Cllr Bodley-Scott.

3. Services and Facilities: (List previously distributed)
4. Environment
5. Other.

RESOLVED: It was proposed by Cllr Forbes and seconded by Cllr Coles to:

- i) Adopt the Response as amended
- ii) Submit the paper and List of Service and Facilities as the formal response of Croughton Parish Council.

Action: the Clerk (deadline 24th January 2014)

12 Training:

12.1 To consider Training needs:

Agreed: That the Clerk attends the NCalc course on Risk Management: 12th February 2014

13 Action Plan 2013/2014:

13.1 Councillor Reports: **None.**

13.2 Councillor Actions:

13.2.1 Creation of Allotment Margin: Update: Spraying out had been completed although additional work was required to level and tidy up some of the plots by the wall.

Action: Cllrs Bodley-Scott and Tomlin.

13.3 Community Engagement:

13.3.1 Provision of Footpath along Brackley Road: Update: No further progress. Cllr Townsend is exploring the possibility of drawing on monies from the New Homes Bonus to bridge any funding gap.

13.3.2 Affordable Housing: Progress Report: Cllr Tomlin reported that:

- i) 2 houses facing Brackley Road: kitchens to be installed shortly, plumbing was in place, scaffolding was coming down. Occupancy by end of March 2014.
- ii) All roofs were on, brickwork was chasing up, pipework in the building not yet connected up
- iii) Contractors off site in April 2014.

13.3.2.2 Additional items:

a) Proposal to extend the 30 mph speed limit along Brackley Road by 23 metres: (letter and drawing presented to the Meeting)

Agreed:

- i) To request that the 30 mph speed limit is extended as far as the Cemetery.

Action: the Clerk

b) Affordable Housing Drop In Session at Croughton Village Hall: 3.30 p.m. - 6 p.m. on 3rd February 2014: Organised by Mr Paul Brunige, Strategic Housing Officer, SNC:

Noted.

c) Water surcharging from manhole in front of Townend Farm, High Street: Cllr Tomlin had reported this to Street Doctor URN 682044. Anglian Water had been able to rod an 8 foot length along the path. Possible collapsed drain.

13.3.2.1 Street Naming:

13.3.2.1.1 To Note the response of SNC to the name selected at the previous Meeting: By letter of 19th December 2013, SNC had rejected the first choice of Townend Close, but would accept either Ash Corner or Ash Close, but not Ash Corner Close.

Noted.

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

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Cash:

- i) To ask SNC to re-consider its decision
- ii) To request acceptance of the first choice name of Townend Close and provide strong justification of the appropriateness of the name
- iii) To put forward Ash Corner Close for reasons of historical place name association - in the event of Townend Close being refused.

Action: the Clerk

13.4 Policies, Plans and Procedures:

13.4.1 Standing Orders: To Approve Standing Orders: (previously distributed)

RESOLVED: It was proposed by Cllr Bennett and seconded by Cllr Davies to Approve Standing Orders.

The Chairman wished to record the Council's thanks to Cllr Gelder for the work she had done on the review.

13.4.2 Effectiveness of the System of internal Control: Annual Review:

(paper previously distributed)

The Report was **Noted**.

There were no recommendations to enhance the system of internal controls.

RESOLVED: It was proposed by Cllr Tomlin and seconded by Cllr Coles to endorse the Effectiveness of the System of Internal Control.

13.4.2 Community Engagement Policy: To instigate a Review:

Agreed:

- i) To set up a Working Party to instigate the review
- ii) To appoint Cllrs Bodley-Scott, Forbes and Gelder to the Working Party.

13.4.3 Action Plan 2013/2014: To review progress:

Agreed: To defer to the next Ordinary Meeting of the Parish Council to be held 10th February 2014.

Action: the Clerk

14 Dates of Meetings 2014: To Agree the list: (previously distributed)

The List of dates was **Agreed**.

Agreed: To hold the Annual Parish Assembly on 7th April 2014.

15 Little Brook Ward Meetings:

15.1 To suggest items for the Agenda of the Meeting to be held at Aynho on 27th January 2014:

Agreed: to submit the following items:

i) Double Taxation in respect of Footway Lighting

ii) Lighting Maintenance Agreements

Action: the Clerk

15.2 To suggest a date for the next Meeting to be hosted by Croughton PC in July 2014:

Agreed: To hold the Meeting on 7th July 2014.

Action: the Clerk

16 Correspondence:

16.1 MGWSP Satisfaction Questionnaire: To complete: (previously distributed)

Agreed: To make the following comments:

i) Aspects to be improved: Tree management, Community Enhancement Gang programme

ii) Aspects that were excellent: Carriageway resurfacing along B4031 and Wheelers Rise.

Action: the Clerk

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

17.1 Fly Tipping: B4031 towards Aynho and Charlton Road

18 To receive items for the next Parish Council Meeting - Monday 10th February 2014.

i) West Northamptonshire Joint Strategy Consultation- Modifications

The Meeting ended at 8.50 p.m.

Signed: _____ Date: 10th February 2014

Chairman