

CREATON PARISH COUNCIL

Chairman: Councillor James Hill

Clerk: Mrs L Compton
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Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 1st July 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm** for the purpose of transacting the following business.

Present: Cllrs James Hill (Chairman), Jane Shanks, Claire Thomas, Geoff White and Sylvia Winter (6 members)

25.14 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend. There were 3 members of the public present plus Ian Keers (new Neighbourhood Watch co-ordinator), District Cllrs Ian Barratt and Kevin Parker.

26.14 **ELECT A VICE-CHAIR** – Cllr Sylvia Winter has been nominated for this position by Cllr Reg Thomas and seconded by Cllr Geoff White. Parish Council to discuss and make resolution. There being no other nominations, Parish Council voted and unanimously resolved to elect Cllr Winter as Vice-Chair.

27.14 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

Cllr Hill proposed acceptance of apologies from Cllr Thomas, seconded by Cllr White and resolved to be approved by Parish Council

28.14 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tuesday 3rd June 2014.

Cllr White proposed approval of the minutes, seconded by Cllr Claire Thomas and resolved to be approved by Parish Council. The minutes were subsequently signed by the Chairman.

29.14 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda

30.14 MATTERS ARISING FROM PREVIOUS MINUTES (Clerk's Report for information only)

- a) **Financial Risk Assessment, Internal Controls and Financial Regulations** – it was reported that due to additional work and holiday, the Clerk would be unable to review these until September.
- b) **Village Signs** – Parish Council has paid for the materials for Moulton College to commence the project. Mrs Aveyard mentioned that she thought planning permission was necessary and that the Parish Council would need to apply for this. It was further reported that the new NCC village signs had been installed on the A5199 (to replace the faded ones) **Action: Clerk to follow up with Ian Boyes plus email Moulton College and ascertain at what stage the project was at.**
- c) **Community Payback** – It was reported that Kate McEwan (Creaton Village Hall Committee) is extremely pleased with the continued work. On Saturday 21st June, the team cleared more weeds and foliage, as well as trimming an enormous overgrown hedge and clearing the debris, cleaning the outdoor pre-school toys plus various other minor cleaning. It was further reported that on Saturday 28th June, they were due back to the Village Hall to paint the lintels and doors. They then cleared some of the grass pile in the Churchyard. A team of 5 Community Payback persons attended. Cllr Hill kindly organised a trailer to be available for removal of the debris. Cllr Winter asked how much longer they were due to do works in Creaton, the Clerk responded that as long as there was work available for them to do and re-iterated that the cost £500 was being split between 3 villages (£166.66 each), it was acknowledged that this had also incurred additional hours for the Clerk. After some discussion, Parish Council resolved the following actions:-
 1. Thank you letters to Charles Matts and William Miles who had both helped out with providing a vehicle for removing the debris – Action: Clerk
 2. Churchyard – compost still needed removing, Cllr Hill suggested that people be asked to help themselves. Cllr Winter to clarify with PCC that they were happy to let residents help themselves. Clerk to put article in Village Link
 3. Violet Lane – Clerk to request to Probation Trust that this is finished.
 4. The Jetty Footpath – Clerk to request that this is shovelled and swept
 5. KnickKnacks Hedge – Clerk to ask Contractors (Maymoor Landscapes) when they are due to do and if it could be cut back as soon as possible plus send another letter to Creaton Primary School asking if they could give the hedge on their side “a real hack back” rather than just trim.
- d) **LGSS Pension Discretions** – to receive a report – Mrs Aveyard has requested that Northamptonshire County Council give an extension to the deadline due to the amount of work involved in producing a new policy.
- e) **Creaton in Bloom** – It was reported that this was a fabulous event, well attended and the village looked fantastic. Ruth Davies, Organiser, sent the following email to Parish Council:-

“Thank you for ensuring that the grass was cut, and that the low lying branches on the lime tree were cut. We had a super afternoon with a lovely atmosphere and the whole village pulling together. We raised a very good sum for the Church fabric fund, and we will be making donations to the playing field committee and the URC Church. I will be sending a photo and short report to the village link and will copy you in.”

It was further reported that the event raised approximately £3,700. Parish Council congratulated all those involved in organising an excellent community event.

- f) **Creaton Contacts:** Not been updated since 2011 - Ducklings Contact name and email both wrong (could have repercussions as ex manager may be advised of new pupils/business). Contact No is still correct. The Clerk reported that this was one of the additional jobs originally “given” to the Clerk (which was done in 2011). As, this would incur overtime for the Clerk (and was not in the Job Description), Cllr Winter had kindly offered to update but this had not yet been done. Cllr Winter explained that as things changed so quickly e.g. Twigden Barns, she had not considered it worthwhile to continue with. **Action: Clerk to update details where known and publicise – this would be in addition to the usual Parish Clerk hours**

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RESOURCES, STAFFING AND STRATEGY: Lynne Compton, Responsible Financial Officer and Resources, Staffing and Strategy Advisory Group. Members: Cllrs James Hill, Reg Thomas, Claire Thomas, Sylvia Winter and Michelle Aveyard

- a) **Bank Balances as at 30th May 2014** - Parish Council resolution to approve
Cllr White proposed the following, seconded by Cllr Thomas and resolved to be approved by Parish Council:-

Current: £200
Deposit: £23354.22

- b) **Resolution to approve payment of outstanding accounts**

Cllr Shanks proposed approval of the following, with the exception of Clerk Mileage as this had not yet been scrutinised, seconded by Cllr Hill and resolved to be approved by Parish Council. Parish Council further resolved that the Clerk should instruct Mr Muddiman, Maymoor Landscapes that all future invoices to have dates of attendance in the village on them or they will not be paid. **Action: Clerk to contact Maymoor**

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT	POWER TO PAY
01/07/2014	LYNNE COMPTON	June Salary £312.24, Office £18, Broadband - £2	536	£332.24	LGA 1972 s112
01/07/2014	HMRC ONLY	PAYE TAX Months 1-3 to 05/07/2014 (paid quarterly)	537	£235.40	LGA 1972 s112
01/07/2014	LGSS	Pension (Employer-£97.35, Employee - £27.16)	538	£124.51	LGA 1972 s112
01/07/2014	CREATON VILLAGE HALL COMMITTEE	Hire of Hall 2013/14 - 16 sessions at £7.50 per session	539	£120.67	LGA 1972 s112
01/07/2014	LYNNE COMPTON	Mileage Jan to June 2014 - £124.05 and Expenses (re-imburement for Stationery and stamps) - £20.82		0.00	LGA 1972 s112 HELD SUBJECT TO USUAL SCRUTINY
01/07/2014	MAYMOOR LANDSCAPES	Mowing and Maintenance – Churchyard, Cemetery and Village Greent	541	£660.00	Open Spaces Act 1906 s9
01/07/2014	NORTHANTS CALC	Training for new councillors	542	£117.00	LGA 1972 s112
		TOTAL		£1589.82	

- c) **Income** to report (if any)

There was none.

- d) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution –to be tabled.

Cllr White proposed acceptance, seconded by Cllr Thomas and resolved to be approved by Parish Council.

- e) **Request from Creaton Playing Field Assoc. for the Parish Council to purchase a Basketball Hoop for the village** – Cost: £863 plus £172.60 VAT – Total: £1035.60.

The Clerk reported that unfortunately, due to the resignation of County Councillor Boardman, the Empowering Councils fund for this area had been suspended and it was unlikely that this would be re-instated until after the forthcoming election (3rd July). After some discussion, Cllr Hill proposed that subject to the Parish Council being able to obtain external funding for this equipment, a Basketball Hoop would be purchased for the village, voted on by a show of hands

and unanimously resolved by Parish Council. Mrs Aveyard kindly offered to complete the grant application form when received. **Action: RFO to check completed form and submit.**

- f) **Suggested Strategies for easing additional hours undertaken by Parish Clerk outside of Job Description (drafted by Parish Clerk) – previously circulated** – to discuss and make resolution. **Cllr Hill proposed that this should be deferred to the CLOSED BUSINESS, seconded by Cllr Winter and resolved by Parish Council.**
- g) **Terms of Reference for Advisory Groups and Committees (Report on Planning Executive Committee and suggestions, previously circulated)** – to discuss and make resolution – Cllr Hill proposed deferral of this item as Parish Council had not fully had time to consider, seconded by Cllr Winter and resolved to be deferred by Parish Council. Action: CPC Planning Executive Committee to discuss and agree suggested amendments prior to the next meeting on 2nd September, Clerk to bring forward for discussion on the Sept agenda. **Action: CPC Planning Executive Committee and Clerk**

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HIGHWAYS ISSUES (if any) To consider and agree action.

- a) **Speedwatch/Speeding** (last discussed 5th November 2013, 82.13 c and 3rd June 17.14 b) Parish Council previously resolved not to take up as no volunteers had come forward to lead the initiative and there had been no response to a circular sent round the village) – proposal from Cllr Hill that speed calming solutions be investigated due to the excessive speeds of vehicles through the villages. Parish Council to discuss and make resolution. Parish Council agreed that this was a serious issue and there had been reports of vehicles speeding and drivers texting at the same time. After some discussion, Cllr Hill kindly offered to investigate options and report back to Parish Council. **Action: Cllr Hill**

Note: Please also see report from Parish and Town Councils meeting 37.14

- b) **Parking on Violet Lane (School Times)** It was reported that NCC had been in touch and would arrange a meeting with representatives of Parish Council shortly. **Action: Clerk to follow up and organise meeting**
- c) **NCC/MGWSP Members News** – details received of works done and due to be done. Parish Council noted.
- d) **Phase 3 Lantern Change** – this project should be completed in the next 4-6 weeks. Parish Council noted and thanked Cllr Thomas for all his hard work on this project.

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CEMETERY/CHURCH-YARD AND OPEN SPACES ADVISORY GROUP (CCOS)

Members: Cllr James Hill, Geoff White, Sylvia Winter and Mr Michael Rogerson

- a) **Greenworks issues (if any) to discuss and make resolution**
1. **Mowing of Churchyard (151.13 a)** – To receive a report from meeting to discuss issues and make resolution, if any. Cllr White reported that himself and Cllr Winter had met with Gillott who used to do a lot of the work in the Churchyard on a voluntary basis. Cllr White reported that there was a back log of work to do, the most urgent being works to trees. **Action: Cllr White to complete form to apply for permission for treeworks and arrange a meeting with Mr Venton (DDC Tree Officer). Cllr White to make recommendation to Council on works that need to be added to the current specification. Clerk Note: this would be at an additional cost.**
 2. **Report from Cllr Thomas on Various issues** – to discuss and make resolutions – “Further to Sylvia and Geoff’s, meeting with Tom Gillott on the above footpath last week. I met with Tom, and David Coleman (Highways Technician) today to discuss the ongoing problem of the puddle outside the school entrance gate. First of all David confirmed that the footpath was the responsibility of the Highways.

The main reason for the rainwater gathering on the footpath at this location, is because the water runs down the slope of the school entrance onto the footpath. The footpath also has a slight hollow at this point due to tree roots causing a minor lift in the tarmac just west of the school entrance.

One suggestion to resolve the problem might be to install a kerb just inside the school gate entrance, this would divert the rain water away from the entrance slope to an alternative drainage route.

David Coleman took several photographs of the footpath and school entrance he will consider options to resolve the issue. David will contact Tom initially but he will also email myself.

We also discussed the overgrown hedge on the school side of the footpath (Clerk Note: An email was also received from the School on this issue). Tom pointed out that the hedge was overgrown by approx. 30cm from the school boundary fence onto the footpath. In fact it is so overgrown along the footpath, that it is almost impossible to walk along the footpath without getting wet from the hedges on both sides of the footpath I don’t think you would be able to put an umbrella up.

David took photos of the schools hedge, he agreed that the hedge was too dense to be trimmed back by the schools handyman, David will report the problem to the appropriate people in his dept. and let us know what action they will be taking and when.”

After some discussion, Parish Council resolved that the Clerk should when writing to Creaton School (See 30.14 c)5.), NCC should be copied in. In addition, Cllr Shanks kindly offered to report again via Streetdoctor. **Action: Clerk and Cllr Shanks.**

- b) **Burials / Memorials (if any) To report**
There were none.
- c) **Garden of Remembrance** –allocation (within Creaton Cemetery) of areas for burial of and/or scattering of ashes – to receive an update on revised map. Cllr White reported that to do this, someone who was proficient in AutoCad would be needed as although Council has access to the Ordnance Survey (GIS) data, this was the raw data in Binary code. After some discussion, Cllr White kindly offered to approach someone in his professional capacity, Cllr Hill offered assistance if that lead did not prove successful. Action: Cllrs White and Hill to investigate further and report

back to Parish Council.

- d) **Burial Plot numbering/marking** – It was reported that the quotes had not yet been received.
- e) **Lime Trees (in the Churchyard) which require lifting of canopy (151.13 g)**– It was reported that the Clerk has spoken to Mr Venton and now has the relevant form to apply for the works to be done (downloaded from DDC website). Mr Venton said there was no rush to do the work, Oct/Nov would be the preferred time. To discuss and agree nominated Cllr to complete form. Cllr White kindly offered to complete the form. **Action: Cllr White**
- f) **Tree with embedded guard on Creaton Village Green (3rd June 17.14 a)** – To report: that the Clerk has been in touch with Mr Venton (DDC) and now has access to the relevant form (for works to a tree in a conservation area). There have been concerns about losing this well established Oak Tree raised by residents and requests that perhaps the guard could be made safer by filing off the sharp bits on the guard. Parish Council to discuss and make resolution. After some discussion, Cllr Hill proposed that if practicable, the metal should be removed/made safe and the tree saved, this was voted on and unanimously resolved by Parish Council. **Action: Cllr White to discuss with Mr Venton (DDC Tree Officer) at the forthcoming site meeting.**
- g) **Annual Village Walk and risk assessment – to discuss and agree date, attendance and details (usually 1st Tuesday in August)** – suggested date: Tuesday 5th August, 7 pm, Meeting at Bus Stop adjacent to the Bricklayers Arms on the Welford Road (A5199). The Clerk had circulated the 2013 Village Walk schedule and notes. After some discussion, the following councillors agreed to attend: Cllrs Hill, Thomas, White and Winter. Cllr Shanks would confirm at a later date. **Action: Clerk send Chair Parish Council Asset Register**
- h) **Overgrown verge adjacent to 1 Teeton Lane** – letter received from resident. After some discussion, Cllr Shanks kindly agreed to log on Streetdoctor and forward the code to the Clerk so it could be passed onto the resident. **Action: Cllr Shanks and Clerk**
- i) **Community Enhancement Gangs** – It was reported that the CEG would be carrying out the following works:
Cleanse signs throughout the village and clear around the bench on Violet Lane

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Cllr Shanks reported that she had seen the gangs in the village carrying out the work.

CREATON PLANNING EXECUTIVE COMMITTEE (PEC) incorporating Neighbourhood Planning

Chairman: Cllr James Hill, Members: Cllrs Jane Shanks, Claire Thomas, Geoff White, Sylvia Winter and Mrs L Toombs

- a) **Update on Planning Applications (if any) to discuss and make resolution (if any)**
1. **Brixworth Housing Development** – It was reported that Brixworth Residents Against New Estates had circulated a document to all Parish Councils outlining plans for additional housing in Brixworth.
 2. **Buckton Fields** – DDC Planning Committee met on 25th June 2014 to discuss this application, the recommendation from the Chief Planning Officer was for approval. Parish Council were concerned that this new development may cause additional traffic for those travelling into Northampton.
 3. **Works at the Manor House (listed building), Creaton** – to discuss concerns raised. After some discussion, Parish Council resolved that the Clerk should contact Rachel Booth and ask if DDC were aware of the works. **Action: Clerk to contact DDC**
- b) **Planning Applications Received - consider (if any) and make resolution as to decision**
- c) **Planning Decision Notices** – Parish Council noted the following:-
Application No: DA/2014/0277
Description: Siting of portacabin to provide reception facility
Location: House of Canine, 1 Creaton Road, Creaton, Northamptonshire, NN6 9BW
Respond by: 29th April 2014
Case Officer: B Allen on 01327 302575 or email ballen@daventrydc.gov.uk .
Parish Council: No Observations
Daventry District Council: Planning Permission Granted 29th May 2014
- d) **Neighbourhood Planning**
1. **Report from Meeting with Tom James, Senior Policy Officer, Planning, Daventry District Council Business Team held on Weds 18th June 2014 – Parish Council to discuss and make resolution.**

The meeting was attended by Tom James, Reg Thomas, Geoff White, Sylvia Winter and Lynne Compton (Parish Clerk)

The main points are summarised below:-

- West Northants Joint Core Strategy (WNJCS) is due to be adopted in Nov 2014 – barring any more amendments. There should be a report at the end of July and publication in August
- WNJCS will hopefully give a clear steer on housing numbers and policies for rural areas
- DDC will then be able to finalise the Local Plan 2 and Settlements and Countryside Development Planning Document (which Parish Councils can do an appendix to rather than undertaking a costly Neighbourhood Plan). DDC will be doing a lot of work in the next few months on the LP and the settlement hierarchy (which is not just based on services and facilities)
- DDC Land Bank of 5.2 years has been challenged (due to being too close to the requirement of 5 years)

- Promotion of development in towns is seen as more sustainable than in rural areas
- Brixworth is a limited development village as it has more services and facilities.
- A market led scheme of 5 or more houses has to provide 29% affordable housing (this can be a mix of rental and part-ownership). DDC would look carefully at any scheme which came forward with a lower than average density or was split into 2 separate schemes when it should be a single scheme. DDC have expert consultants to assess schemes
- Viability of Rural Affordable only schemes has been a problem in the past
- The history of Creaton Parish Council's work over the last 20 years to try and get some affordable housing for Creaton was explained.
- Market Housing could be built on one site and the Parish Council could ask for a commuted sum to have affordable housing built where it is needed (rather than on the same site)
- Highgate House Land - in Mr James opinion, this could theoretically be able to have a development of 100 houses but this was on the large side for Creaton and would probably be assessed to be an inappropriate scale of development in relation to the size of the village.
- College Farm – Parish Council are expecting a revised application to come forward for this land (which now has residential use). **Action: Clerk to ask NCC for an update**
- Teeton Lane – there had apparently been a previous application for development of 3 houses on this land which was refused. **Action: Clerk to look into*see below**
- Rural Exception Sites were not set in stone and if a Council supported an application on such a site, then DDC would assess suitability e.g. Highways, Infrastructure, impact in the usual way (through a planning application).
- Councils have a better defence against un-wanted development with an adopted core strategy in place. Although, DDC's emerging Core Strategy will carry some weight now.
- Mr James advised to leave in place Creaton's designated area even though Parish Council had for the moment decided against a Neighbourhood Plan
- Mr James advised that, if a developer funds a Neighbourhood Plan, which apart from John Lewis, who funded Exeter St David, he was unaware of happening. The Independent Examiner looks at why a site has been chosen and whether it is suitable, it shouldn't matter that the developer has funded the Plan.
- DDC is in the process of a Planning system overhaul to a new system "Plan Sim".
- If Parish Councils object to a planning application without clear material planning considerations, they may be liable for costs in the event of a planning appeal. Mr James commented that the "Wednesbury rules of fairness" were applied for reclaiming costs. It was questioned whether this was good for democracy and might constrain Councils
- Assets of Community Value – Mr James felt that this might be worthwhile looking at again to try and ensure continuity of businesses/amenities. It was pointed out that this recent law (Localism Act 2011) only gave Council 6 months to find funding to buy a business and Council's had to get agreement from the owner before listing the business/amenity as an Asset of Community value.
- The Clerk informed that to assist businesses, the Sustainable Communities Act had recently allowed Parish Councils to register and obtain lower business rates for local businesses.
- There are still Government grants available for Neighbourhood Plans.
- Parish Council were asked to keep Mark Pople (DDC Affordable Housing officer) and Tom James updated.

Meeting Closed 8.20 pm

Cllr White proposed approval of the notes from this meeting, seconded by Cllr Winter and resolved to be approved by Parish Council.

Teeton Lane – Cllr Winter reported that in 1989 there had been an application for the development of 2 dwellings which had been dismissed.

2. Pre-Planning Meeting with developers and promoters to discuss possible application to build a small development in Teeton Lane held on Monday 23rd June 2014 at 7pm at Cllr Shanks Residence (Orchard Farm, 54 Brixworth Road Creaton, NN6 8NQ)

Attendees

Cllr James Hill , Chairman, Cllr Geoff White, Cllr Sylvia Winter, Alice Hornsby –landowner, Les Hornsby –landowner, Ben Hall – Roseneath Estates, Ken Hall- Roseneath Estates, Michael Hudson – Carter Jonas, representing landowner's, Andrew Cowling King West, representing Roseneath Estates and Lynne Compton, Parish Clerk

Thanks were extended by Mr Hudson, Carter Jonas on behalf of everyone for hosting the event.

The main points discussed are summarised below:-

- Creaton PC has decided to hold back on producing an NP due to Resources. Cllr White informed that half the precept could end up being spent on a Neighbourhood Plan (NP)
- Creaton PC has done a considerable amount of consultation with the residents which has

provided an evidence base for any limited development for homes that people can afford.

- Creaton PC has an adopted Village Design Statement which is referred to as a material planning consideration in any planning applications
- The developers were asked to do a pre-planning consultation with Creaton residents prior to submitting a planning application on this site.
- Creaton Parish Councillors could not give an indication as to acceptance of any scheme in Teeton Lane, a planning application would have to be put forward in the usual manner which would be determined by Daventry District Council according to current policy and by engaging with the statutory consultees e.g. Highways Authority, Environment Agency and Parish Council
- The developers appeared to suggest that Highways Authority consultation indicated that a lower density scheme (that could accommodate a range of housing types) might be preferable
- Further consultation is ongoing and the expectation is that the developer will wish to meet again towards the end of the summer with an iteration of a proposal that they feel they could take forward to DDC Planning.

Meeting Closed: 7.55 pm

Parish Council to discuss report from meeting and make resolution, if any. Cllr Hill proposed approval of the notes from this meeting, seconded by Cllr Winter and resolved to be approved by Parish Council. There was nothing further to discuss.

3. Email received from Alan Chantler, Portfolio Holder and Neighbourhood Planning Champion:-

"I have always been led to believe that Neighbourhood Plans cannot be used to prevent or even limit development. The government keep telling us that there is a housing shortage crisis so we must not do anything to restrict the building of much needed housing.

This view is yet further strengthened by this statement extracted from a very recent advisory document prepared for government: "whilst communities should have a say in planning, they should not be able to veto new homes in a time of severe shortage".

To discuss if necessary and make resolution. Parish Council noted but had no comment to make.

35.14

POLICE AND NEIGHBOURHOOD WATCH

- a) **Crimes/ASB's in Creaton** - To report that no crimes or ASB's were reported in April. There were no ASB's in May. The following crimes were reported in May:-
 23 May: Brixworth Road – forced entry to property, items taken.
 24 May: Teeton Lane – known offender given warning for cannabis possession.
 24 May: Welford Road – cannabis smell from parked vehicle, small quantity of cannabis handed over.
 btwn 16-30 May: Highgate – motor cycle taken.

To discuss and agree action necessary, if any. Cllr Thomas reported that she knew of several other crimes that were not on the list. Parish Council resolved that Clerk should contact the Police and ask if all crimes reported were listed or if there were some exceptions. **Action: Clerk to contact Police**

- b) **Neighbourhood Watch** – To report that Mr Ian Keers had kindly stepped forward to co-ordinate this project and proposes sending a flyer (previously circulated) to all residents. The RFO had outlined (prior to the meeting) the possible costs (see below) to Parish Council should they wish to support this initiative. Parish Council to discuss flyer, possible costs and make resolution.

Details	Cost	Comments
Circular (paper plus copying (2p per copy on PC printer) for approx. 210 houses/businesses	£10.50	
Delivery	0	hopefully free as in the past the Postman has kindly delivered, alternatively it could be an additional sheet slipped in Village Link in which case delivery will be done by Village Link volunteers.
Hire of Village Hall for public meeting	£7.50	
Refreshments? For discussion	£20	max (tea, coffee & biscuits/cakes - if hot lime and soda /squash as an alternative
Clerk time (if necessary) approx. 2 .5 hours (copying and publicising via	£30	This will be ongoing but should be able to be absorbed in the usual hours. Will

email/website		need to be monitored
	£68	

After some discussion, Cllr Hill proposed a vote of thanks to Mr Keers, for stepping forward to take on this very important community role plus allocation of Parish Council resources (as outlined above) to support Mr Keers, the motion was voted on by a show of hands and unanimously resolved to be approved by Parish Council. **Actions Agreed: Mr Keers to provide a circular, Clerk to copy 1 for each household and pass to Cllr Winter for distribution.**

36.14

TRAINING

- a) **Off to a Flying Start Course** – to receive a brief report, discuss and make resolutions (if necessary) Attended by Cllr James Hill, Cllr Jane Shanks and Cllr Claire Thomas – Cllrs reported that the course was very good.
- b) **New Chairman's Course** – to receive a brief report, discuss and make resolutions (if necessary) – Cllr Hill reported that the course was very useful. The Clerk had circulated course notes to all councillors so they would be aware of the role of the Chairman.
- c) **Major Planning Applications and parish & Town Councils** – Increasing the Effectiveness of your Response on 8 September 2014 – request for Cllr Thomas to attend. Parish Council to discuss and make resolution. RFO Note: within budget. After some discussion, Cllr Hill proposed Cllr Thomas should attend, unanimously resolved by Parish Council. **Action: Clerk to make booking.**

37.14

PARISH AND TOWN COUNCILS MEETING Thurs 19th June 2014 – Minutes attached Paper A
To receive a brief report, discuss and make resolutions (if any) – Cllr Thomas (who had attended) reported the following:-

1. Speeding – The Police were currently concentrating on the Northamptonshire area and now used trial bikes.
2. Special Constables - Police Commissioner, Adam Simmonds has started a campaign to put a Special Constable in every parish – this is a volunteer role. Mr Keers reported that the usual selection criteria for the Police does not apply for the role of Special Constable.
3. Heart Start – provides defibrillators (at a cost) and training. The defibrillator is then stored in a central place in the village eg village hall in a secure container, when someone dials 999, they are given the secure code for the container. Winwick Parish has one in their bus shelter. There are grants available for the defibrillator eg British Heart Foundation will fund up to £600 of the total cost (approx. £1000).

Parish Council agreed the Heartstart initiative was a good idea and that it should be looked into further. Cllr Thomas kindly agreed to obtain further details and report back to Parish Council.

Action: Cllr C Thomas

38.14

CORRESPONDENCE RECEIVED (not already on the agenda) To review and agree action where necessary

- a) **Northamptonshire County Association of Local Councils Eupdate** –The Clerk had circulated a summary report of items that might be of interest. Parish Council noted.
- b) **SLCC Membership survey** – **Action: Clerk to complete**
- c) **Jo Gifford – Benchmarking Exercise** – The Clerk had responded and encouraged Cllr Gifford to seek advice from NCALC.
- d) **PlanSim Stakeholder Workshop (DDC)** - You are invited to join us at **our PlanSim Stakeholder Workshop** in the Council Chamber at Daventry District Council offices starting at **11.00am on Friday 4 July 2014**. We anticipate that the workshop will last up to two hours and we will be providing a light lunch afterwards. – Parish Council resolved not to participate due to lack of resources.
- e) **NCC Lights Out Event to commemorate WW1** – Request to participate. Mr Keers reported that this was a national initiative trying to encourage counties to participate and turn all the lights out down to a single candle for 1 hour between 10 and 11 pm on Monday 4th August. Parish Council resolved that they were supportive of the idea and that awareness of the event should be promoted via the Newsletter and Website. **Action: Clerk to put notice in newsletter and on website.**
- f) **Sustainable Communities Act** – Request for Parish Council to put forward a proposal regarding selling electricity – Parish Council noted
- g) **DDC Briefing on 5 year Land Supply and Update on other Policy Matters** – to agree attendance. The following Councillors volunteered to attend :- Cllrs James Hill, Jane Shanks and Geoff White. **Action: Clerk to book places**
- h) **Community Infrastructure Levy - Draft Charging Schedule Consultations From 26 June to 07 August 2014** – to discuss and agree response. After advice from Cllr White and some discussion, Parish Council resolved that no response was necessary.
- i) **Rural Housing Policy Review (Lord Best)** – Questionnaire for return by 25th July (draft response circulated by Clerk) – Parish Council to discuss and make resolution as to response. Parish Council resolved that Cllr White should formulate and submit the response. **Action: Cllr White**

- 39.14 GENERAL CORRESPONDENCE RECEIVED – to note (Clerk and/or Cllrs to publicise where necessary) – Parish Council noted the following and resolved that they should be publicised where practicable. **Action: Clerk to publicise via Noticeboard/Website/Village Link**
- a) DDC – District Council Election results (received 5th June 2014)
 - b) Daventry Over Fifties Event – 25th June WW1 Commemoration – 2-4 Daventry Leisure Centre
 - c) DDC – Family Cinema Day – 26th July Daventry Country Park
 - d) Northampton County Council – Summer Safety Campaign
 - e) NAB visits – locations and times
 - f) Daventry North Choose Well Campaign – poster received – Campaign to try and reduce hospital admissions and make young people aware of the other options e.g. GP, Out of Hours clinics etc.
 - g) NCC Development in Northamptonshire newsletter
 - h) DDC Grants for Winter Activities - information
 - i) DDC Year Book 2014/15 – it was reported that this still had Cllr Perrins as Chairman. Action: Clerk to contact DDC with amendments.
 - j) NCC Emergency Response Corp Facebook page – request to publicise
 - k) NCC Flood Bus – details of dates and locations – giving out public information
 - l) DDC WW1 Centenary Events – Sat 9th August – posters received
- 40.14 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)
- a) Creaton War Memorial – it was reported that this had been cleaned and restored by Mr McGregor. Parish Council resolved that Mr McGregor should be sent a letter of thanks. **Action: Clerk to send.**
 - b) Removal of Signage
Ducklings have had the Wooden Duck stolen from the corner of A5199/Teeton Lane and there is a metal spike sticking out of the ground which they are addressing. If they are unable to remove, as an interim measure they have a cone to put over it. The Clerk gave them the current contact details for the Rural Safer Communities Team. In addition, Cllr Winter reported that the Post Office sign had been taken from the verge. It was suggested that it was a possibility that NCC might have taken the signs as they might have been deemed to be illegally placed. Cllr Shanks kindly agreed to check with NCC and reclaim if possible. **Action: Cllr Shanks**
- 41.14 DATE OF NEXT MEETING- Tuesday 2nd September 2014 , 7.30 pm, Creaton Village Hall
- 42.14 CLOSED BUSINESS – Closed to Press and Public due to discussing matters pertaining to personnel
- a) Clerk Time Off in Lieu and/or Overtime request (report previously circulated) – to discuss and make resolution – after some discussion, Parish Council resolved that this should be referred back to the Resources, Staffing and Strategy Advisory Group for a decision.
 - b) Clerk Holiday Request – to discuss and make resolution – Parish Council resolved to accept the Clerk’s holiday request – 3 weeks Annual leave to be taken in July/August plus 1 week time off in lieu. **Action: Clerk to pass burial administration file to Cllr White prior to Annual Leave**

Chairman Signature.....

Dated:.....

**Ordinary, PEC and Annual Meeting Dates for 2014/15
(held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)**

- Tues 7th October 2014 – Planning Executive Committee Meeting
- Tuesday 4th November 2014 - Ordinary Parish Council Meeting
- Tuesday 9th December 2014 Planning Executive Committee Meeting
- Tuesday 6th January 2015 - Ordinary Parish Council Meeting
- Tuesday 3rd February 2015 Planning Executive Committee Meeting
- Tuesday 3rd March 2015 - Ordinary Parish Council Meeting
- Tuesday 7th April 2015 Planning Executive Committee Meeting
- Tuesday 5th May 2015 Annual Meeting of Parish Council (AGM)
- Tuesday 12th May 2015 Annual Meeting of Creaton Parish