

CREATON PARISH COUNCIL ANNUAL MEETING
15TH MAY 2018
AGENDA

Chairman: Councillor James Hill

Clerk: Katrina Jones, 77 High Street, Naseby, Northants NN6 6DD, Tel 01604-740862

Email: creatonpc@gmail.com

To members of the Council: You are hereby summoned to attend the annual meeting of Creaton Parish Council at the Village Hall, Teeton Lane, Creaton on Tuesday 15th May 2018 at 6.45pm for the purpose of transacting the business detailed below.

Members of the public & press are invited to attend and may address the Council at its Public Forum from 6.45 pm to 7 pm.

1. **Election of Chairman**
2. **Election of Vice Chairman**
3. **Apologies for Absence**
4. **Signing of Acceptance of Office Forms by All Councillors Following Uncontested Election on 3rd May 2018**
5. **To Confirm Minutes of Meeting:** held on 6th March 2018.
6. **Declarations of Interest**
7. **Public Forum:** 15 mins
8. **Chairman's Report**
9. **Councillor Attendance Figures**
10. **To Confirm Committees and Councillor Roles**
11. **To Review and Approve All Parish Council Policies, Including Risk Assessment, and To Adopt New Standing Orders (NCALC Model Standing Orders)**
12. **To Confirm Actions Arising From Risk Assessment Walk**
13. **To Approve Street Lighting Upgrade and Relocation of Street Light by New Shop Site**
14. **Creaton History Project - Heritage Lottery Fund Bid Update**
15. **Village Shop and Post Office Project: To Acknowledge The Notification from CCBS and that Parish Council have received Method Statement and Risk Assessment from the Contractor via CCBS.**

16. To Appoint Northants CALC as Data Protection Officer for Creaton Parish Council and To Approve Agreement Provided by Northants CALC
17. To Confirm Action to be Taken by the Parish Council to Comply with GDPR
18. To Consider Whether to Sign Litter Picking Agreement with Daventry District Council
19. Transparency Fund Outcome
20. To Approve Insurance Renewal
21. To Agree Clerk Obtaining Quotes for Repair of Parish Noticeboard
22. To Agree Response to Consultation by Northamptonshire County Council on Creaton Primary School Closure
23. To Consider Any Action Regarding Withdrawal of Bus Services
24. To Approve Memorial Application
25. To Sign Standing Order to Amend Payment of Clerk's Salary in line With Agreed National Pay scale Increase for Clerks (To Be Signed By Two Signatories)
26. Planning Applications:
 - a. DA/2018/0240: Creaton House 24, The Green, Creaton, Northamptonshire, NN6 8ND: Work to tree within a conservation area
 - b. DA/2018/0345: Thorneycroft 15, The Green, Creaton, Northamptonshire, NN6 8ND: Work to trees within a conservation area
 - c. DA/2018/0298: The Dial House, High Street, Creaton, Northamptonshire, NN6 8NA: Demolition of existing conservatory and existing side extension to outbuilding. New single storey link to join outbuilding to main house, single storey rear extension to kitchen and new roof over kitchen and extension.
27. To Consider Offer of Donation of Bench to be Placed in the Churchyard
28. Finance

Bank Balance on Bank Statement as at 30th April 2018 **£42,673.71**

a. Receipts **£**

i. VAT Repayment from HMRC (xxxxxx.18)	2219.77
ii. Transparency Fund Grant	449.96
iii. Precept from DDC (26.04.18)	10500.00
iv. Interest (30.04.18)	1.21
v. Daventry District Council	5262.65

b. Payments for Approval: **£**

i. Katrina Jones (Clerk salary and home use payment March and April 2018, Payroll process dated 28/03/18 and 28/04/18) paid by standing order	729.28
ii. Eon for electricity	231.83
iii. Village Link for 3 editions: April/May 2018 (£50); June/ July 2018 (£50)	100.00
iv. R & G: Remainder Invoice dated 27.02.18 (for cutting school hedge) (£640); Invoice dated 30.03.18 (£340.52); Invoice dated 30.04.18 (£591.88)	1572.40
v. NCALC for membership subscription and internal audit service	445.98
vi. Creaton United Reformed Church: Electricity for defibrillator	12.00
vii. Katrina Jones reimbursement for printer ink	26.99
viii. Autela for payroll services: invoice dated 01.04.18	46.08
ix. ACRE subscription	35.00

c. List of Payments and Receipts to be Presented and Bank Reconciliation up to 31st March 2018 to be approved and signed

d. To Consider Internal Audit Report and To Approve Annual Return and Supporting Documents – To Be Signed By Chair and Clerk

29. AOB (Points of Information)

30. To Note Next Meeting: Ordinary Parish Council Meeting on Tuesday 3rd July 2018

Signed: *KJones,*

Katrina Jones, Clerk to Creaton Parish Council