

CREATON PARISH COUNCIL

Chairman: Mr Stan Perrins

Clerk: Mrs L Compton
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Minutes of a meeting of **Creaton Parish Council** held on **Tuesday 5th April 2011** in the Village Hall, Teeton Lane at **7.30 pm**

Present: Councillors Stanley Perrins (Chair), Richard Hollingum, Margaret Jack, Reg Thomas, Maureen Titman, Caroline Pugh, Sylvia Winter

In attendance: Lynne Compton, Clerk, and 3 members of the public

- | | | Action |
|----------------|---|--------------------|
| 179.10 | PUBLIC FORUM: Members of the public and press are invited to address the Council (15 mins) | |
| a) | DA/2011/0136 Work to trees subject of a preservation order , Mulberry House, Violet Lane, Creaton The applicant explained that they wanted to reduce the overall height and bulk of the foliage on the hollies which had grown 10 ft in 3 years. At present all the foliage was on the outside but there was nothing in the middle. See also Point 186.10 | |
| 180.10 | RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE Cllr Perrins proposed acceptance of apologies from Cllr Watt due to illness, seconded by Cllr Hollingum and resolved to be approved by Parish Council. | |
| 181.10. | RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING AND AGENDA dated 1st March 2011. These were proposed by Cllr Perrins, seconded by Cllr Hollingum, resolved to be approved by Parish Council as an accurate record of the meeting and subsequently signed by the Chairman. | |
| 182.10 | MATTERS ARISING FROM PREVIOUS MINUTES (for information only)(if any) | |
| a) | Parish Council Noticeboard (Violet Lane) Cllr Thomas reported that further work needed to be done to the Noticeboard to make it weather proof. After some discussion, Parish Council resolved that Alan Wood should be asked to quote for the work. Action: Cllr Thomas to talk to Mr Wood. | Cllr Thomas |
| b) | Speedwatch It was reported that due to NCC budget cuts the Speedwatch initiative had been cancelled. It was suggested that the Parish Council should look into purchasing the equipment. Action: Clerk to investigate. | Clerk |
| c) | Replacement of Streetlighting Cllr Thomas reported that nothing had been heard about the NCC Private Finance Initiative (PFI) and that a 42 Watt PLL was very similar to the current streetlights in Creaton. Cllr Thomas also reported that one of the major costs would be if the pole needed replacing as rewiring would then have to be done. Action: Clerk to send details of Spratton Parish Council's progress and a chart of efficiency of different streetlights. | Clerk |
| d) | Post Office Changes Cllr Winter reported that both District Councillor Frenchman and County Councillor Millar were looking into the changes proposed although at present Post Office Local (the reduced Post Office services) could only compulsorily purchase if current proprietors left. In addition, Cllr Winter reported that after assurances by Government that Post Offices would not lose business – they had lost the contract for Giros. | Cllr Winter |
| 183.10 | Action: Cllr Winter to forward Clerk recent newspaper article on the changes. MEMBERS' DECLARATION OF INTEREST for items on the agenda There were none. | |

184.10 FINANCE

a) Resolution to approve payment of outstanding accounts

These were proposed by Cllr Titman, seconded by Cllr Jack and resolved to be approved by Parish Council.

| Details | Amount | Chq No | Account |
|--|-----------------|--------|---------------|
| LYNNE COMPTON (Clerk Wages Mar 2011 + non taxed annual gratuity) | £363.95 | 256 | Salaries |
| LYNNE COMPTON (Clerk Expenses) | £50.58 | 257 | Office/Exp |
| HMRC Only (PAYE) | £70.60 | 258 | Salaries |
| NCC LGPS (Clerk Pension) | £91.92 | 259 | Salaries |
| VILLAGE LINK (Feb/Mar donation) | £50.00 | 260 | Newsletter |
| DAVID GRAINGER (Mowing of the Village Green 2010/2011) | £1050.60 | 261 | Village Green |
| ALAN GILLOTT Maintenance and mowing of Cemetery 2010/2011 | £580.00 | 262 | Cemetery |
| TOTAL | £2257.65 | | |

b) To receive details of income

Parish Council noted the following:-

J Stamp & Sons – Memorials for Sally Kowalska and Mary Elizabeth Ashby £180.00

c) Receipts and Payments and Bank Reconciliation to 28th February 2011 (to be tabled)

Parish Council resolution to adopt.

These were proposed by Cllr Titman, seconded by Cllr Jack and resolved to be adopted by Parish Council.

d) Quotation for Village Green Mowing

To report that Mr Grainger has provided a quote of £53 plus vat per cut for mowing of the Village Green in 2011/12.

To discuss No of cuts per annum and if further quotes should be obtained.

Cllr Hollingum proposed that the quote should be accepted on the basis of the Village Green being cut every 3 weeks (unless the minutes from the Parish Meeting said otherwise), this was seconded by Cllr Perrins and resolved to be approved by Parish Council.

Action: Clerk to write to Mr Grainger

Clerk

e) Royal Wedding Celebrations

To receive grant application from Village group organising celebrations

Parish Council had received an application for a grant of £75 towards a village celebration for the forthcoming Royal Wedding. Cllr Perrins proposed granting the sum of £75 for this event, this was voted on and approved unanimously by Parish Council.

Clerk

Action: Clerk to organise cheque.

f) 2011 Audit Changes

It was reported that the Accounts & Audit (England) Regulations 2011 had been amended. A summary of the changes had been provided by Northants CALC as follows:-

1. All parish and town councils and parish meetings with a turnover of less than £6.5 million (that's all parishes in Northamptonshire) are now defined as "smaller bodies".
2. The specific requirement to review the effectiveness of internal audit is repealed for smaller bodies. Please note however that internal audit itself continues, and some common sense elements of the previous requirement to review should continue as part of your normal internal controls. It still makes good financial sense to consider the scope of internal audit, for example.
3. The reviews and approvals process (e.g. to approve the statement of accounts etc) must now be done by full council... not a committee. This is to reinforce corporate responsibility for all financial matters.
4. Any paperwork already received from BDO for the audit of the year ending 31 March 2011 may contain reference to the 2003 Regulations (as amended). Councils should note that these references should now be taken to be to the 2011 Regulations.
5. Minor changes to the Practitioner's Guide (the accounts and audit "bible" published by the National Association of Local Councils and accepted as defining "proper practices") are required as a result of the publication of the 2011 Regulations. There is no timetable for these changes but Northants CALC will inform you as soon as the revised Guide is available.

Parish Council noted the changes.

185.10

UPDATE ON PLANNING APPLICATIONS (if any)

There were none.

186.10 PLANNING APPLICATIONS RECEIVED (if any)

To consider

DA/2011/0136 Work to trees subject of a preservation order , Mulberry House, Violet Lane, Creaton

After some discussion, Parish Council resolved that an email supporting the works should be sent to Mr Venton, Case Officer. Action: Clerk to email Mr Venton

DA/2011/0171 proposed double garage , Garden House, 14 The Green, Creaton Parish Council resolved “no observations”

187.10 PLANNING APPLICATION DECISION NOTICES

There were none.

188.10 HIGHWAYS ISSUES (if any)

To consider and agree action.

a) Clearing of ditches adjacent to Brixworth Road

Clerk

After some discussion, Parish Council resolved that the Clerk should report to NCC

b) Speed Limit Sign - A member of the public in the village suggested that now the speed limit has been increased to 40mph on the Welford road, which includes the Grooms Lane junction, Grooms Lane should have a 30mph sign at the Welford road entrance so that traffic turning into Grooms Lane from the Welford Road do not assume that Grooms Lane is a continuation of the new 40mph limit.

The Clerk reported that this had been reported to Ian Boyes, NCC who had replied in an email as follows:-

“An order has been sent to our contractor this morning for the missing signs as shown on the attached diagram and I have asked them to get them erected ASAP.

As well as the 30/40 signs at the A5199 / Grooms Lane junction we will also have to erect three sets of small ‘repeater’ signs at the locations indicated. These are required in 30mph speed limits where there is not a system of street lighting to indicate to drivers that they are in a 30mph limit (these should have been installed many years ago when the original 30mph was extended on the A5199 past Grooms Lane).”

189.10 CREATON CEMETERY/CHURCHYARD

a) Burial/memorial/pre-purchase of plot requests (if any)

Brian Alan MARTIN – Thurs 31st March 2011 Plot No 71

Resolved to be approved by Parish Council. Action: Clerk to complete necessary paperwork.

Clerk

b) St Michael’s and All Angels – Closure of Churchyard

To Receive an update and discuss if necessary.

It was reported that Mr Rogerson, treasurer to the PCC had responded to the letter of 19/2/11 saying that due to holidays that no decision on the wall repairs could be made. It had since been reported that the wall had been partially repaired but the part on the knick knacks had not been done. Cllr Pugh would be attending the PCC AGM and would report back to Parish Council at the May meeting.

The Clerk reported that the Charities Commission had no knowledge of the Wiggins Trust.

190.10. COMMUNITY ENGAGEMENT

a) Clerk/Councillors Surgeries –

Cllr Perrins reported that 1 person had turned up to the Councillor/Clerk surgery to discuss cuts in bus subsidies– time had not been wasted as the Clerk had bought some documents to go through with Cllr Perrins! The Clerk suggested that the surgery might have been better as a more open affair to promote discussion (rather than in the Vestry away from the Coffee shop). Parish Council resolved that the URC should be approached to see if the venue for the Surgery could be moved and that the next one should be in June (as the Annual Parish meeting was in May). Parish Council agreed that it might take some time to get the project off the ground but that it was a good service to provide.

The Clerk reported that there had been some negative feedback from a resident who had asked why the Surgery was in the daytime and not in the evening. Parish Council resolved that the Clerk should respond along the lines that Parish Council meetings were held in the evening with a public forum at the beginning and the surgeries were an additional service for those unable to come out in the evening for whatever reason.

Clerk

Action: Cllr Thomas to discuss venue with the URC, Clerk to organise date with Cllr Watt (once venue known) and advertise in next Village Link and Daventry Calling

Cllr Thomas, Clerk

b) Welcome Pack for new residents

To receive update and discuss suggestion for Parish Council to assume responsibility for producing the Creaton Contacts List

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Cllrs were pleased with the final Welcome pack and Cllr Winter would provide a leaflet on the Post Office and shop services to go in the pack. After some discussion, Cllr Perrins proposed that the Clerk should have the additional role of producing Creaton Contacts List (which included details of organisations and businesses in Creaton) and that the list should be produced with home and email addresses (in addition to the phone numbers currently held, this was unanimously approved by Parish Council. It was suggested that the best way to get an accurate listing of the businesses in Twigden Barns was to approach Mr Matts. Action: Clerk to approach Mr Matts

Clerk

Clerk

Cllr Winter kindly agreed to keep a few copies of the pack in the Post Office to give to new residents. Action: Clerk to provide once Creaton Contacts had been updated.

Cllr Winter,
Clerk

191.10 **CREATON BIODIVERSITY STEERING GROUP – Inaugural Meeting**
Monday 7th March 2011

To receive report from Inaugural meeting and discuss.

Cllr Hollingum reported that it had been an interesting meeting, attended by Stan and Andi Perrins, Geoff White, Katie Masters, John and Di Harper plus Patsy and himself. One suggestion was that there would be regular speakers invited to meetings in the winter and that a report would be given at the Creaton Annual Parish Meeting in May. It was also reported that the BBC were closely following the Biodiversity plan and it appeared that the object of the TV programmes was to show how hard it was to get this sort of project started. It was possible that the BBC (with Sarah Raven) might attend Creaton in Bloom. Another suggestion was that violets should be planted under the hollies in Violet Lane. Action: Cllr Hollingum to inform Parish Council when the next meeting would be held.

Cllr Hollingum

To discuss request to allow a small portion of Creaton Cemetery to become a wildflower area.

Parish Council had received a letter from a resident (read out by Cllr Perrins) requesting that a small portion of Creaton Cemetery to be planted as a wildflower area. After some discussion, Cllr Perrins proposed the suggestion, this was voted on and the motion carried by majority (Cllr Jack abstained). Action: Clerk to write to Jane Kimberlin

Clerk

192.10 **ANNUAL PARISH MEETING**

To receive Draft agenda – to follow and discuss

Due to the lateness of the hour Parish Council resolved that this item should be carried forward to the May meeting.

Clerk

193.10. CORRESPONDENCE SENT/RECEIVED AND CIRCULATED (not already on the agenda)

To Discuss and agree action where necessary

Parish Council noted the following:-

- | | |
|---------------------|--|
| a) Came and Co | Insurance Company update |
| b) POLICE | Feb report |
| c) ACRE | Growing Climate Friendly Communities grant - useful for Biodiversity Steering Group? |
| d) NALC | Community Resilience Programme |
| e) Mrs Morris | HM Land Registry Documents relating to the title of the Village Green |
| f) J Stamp and sons | Memorials for Mary Elizabeth Ashby and Sally Elizabeth Kowalska - plus cheque for £180 (not enclosed with circulation) |
| g) IAC | New Internal Audit company |
| h) Amethyst | Information on planters etc - useful for Biodiversity Steering Group? |
| i) HMRC | Information for employers |
| j) DDC | Reminder that DDC publishes guidance on holding Royal Wedding Celebrations |
| k) Prof Unwin | Windfarm update |
| l) SNVB | Youth Information directory for South Northant |
| m) Age Concern | Community Activities Scheme |
| n) NCALC | Personnel changes at NCALC |
| o) ACRE | Northants Food and Drink Awards |
| p) DDC | Changes to senior management structure |

Creaton Parish Council – Minutes of the meeting held on Tuesday 5th April 2011 Continued

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|-------------|--|
| Environment | Temporary Closure of A361 between Banbury and Daventry 28 March to 11 July |
| q) Agy | |
| r) NCALC | Consultations on Right to Buy and Right to Challenge |
| s) NCALC | Update |

194.10 ARCHIVING/DISPOSAL OF RECORDS

It was reported that the Clerk has gone through carefully, disposed of and archived a large number of files. An archive log was being kept of all documents.

ITEM OF CLOSED BUSINESS DUE TO THE CONFIDENTIAL NATURE

195.10

CLERK

- a) *Appraisal and contract review – to discuss and agree any issues
Parish Council had met and unanimously agreed that all was well and there were no issues*
- b) *Annual Salary Review – Parish Council resolution to agree annual increment subject to satisfactory progress
Cllr Perrins proposed that the annual increment should be approved, this was unanimously agreed by Parish Council. Action: Clerk to organise increment and backdate to February 2011 (anniversary of commencement of post).*
- c) *Clerk Holiday
Parish Council approved the Clerk's request to take 1 week's holiday off (8 hours) between 18/4 and 3/5*

196.10 DATE OF NEXT MEETING – Tues 3rd May 2011 – Annual Meeting of Parish Council

Meeting Dates for 2011

Mon 23rd May 2011 – Annual Parish Meeting
Tues 7th June 2011
Tues 5th July 2011
Tues 2nd August 2011 – No meeting – Village Walk and Risk Assessment
Tues 6th September 2011

Meeting Closed 9.45

Chairmans Signature:.....

Date:.....