

# CREATON PARISH COUNCIL

Chairman: Mr Stan Perrins

Clerk: Mrs L Compton  
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## DRAFT

### Minutes of the Annual General Meeting of Creaton Parish Council

Held on **Tuesday 3<sup>rd</sup> May 2011** in the Village Hall, Teeton Lane, Creaton at **7.30 pm** for the purpose of transacting the following business.

#### Open Forum

Report from Creaton Playing Field Association - Cllr Thomas, on behalf of the Playing Field Association reported that the drainage was still bad in the ditch alongside the Playing Field and suggested that perhaps the Parish Council could write a letter supporting the PFA in their endeavours to encourage the Cottesbroke Est. to make good the ditch. Cllr Thomas also reported that the Skateboard Park would be dismantled and that the PFA were looking at alternatives for the children. They had been hoping to put Rugby posts atop the Goal posts but this had not been allowed by the Field owners. The PFA had also recently elected a new Chair, Mandy Nolan.

#### A G E N D A

##### 1.11 ELECT A CHAIRMAN

Cllr Hollingum proposed Cllr Stan Perrins, this was seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council. The Chairman subsequently signed the Declaration form.

##### 2.11 ELECT A VICE-CHAIRMAN

Cllr Perrins proposed Cllr Hollingum, this was seconded by Cllr Titman, voted on and unanimously resolved to be approved by Parish Council

##### 3.11 CHANGES TO REGISTRABLE INTERESTS (if any)

There were none.

##### 4.11 RECORD MEMBERS PRESENT

Councillors Stanley Perrins (Chair), Richard Hollingum, Margaret Jack, Reg Thomas, Maureen Titman, David Watt and Sylvia Winter

In attendance: Mrs Lynne Compton, Clerk

##### 5.11 APPOINT REPRESENTATIVES – see attached Paper A

##### 6.11 APPOINT WARDENS – See attached Paper A

##### 7.11 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Cllr Perrins proposed acceptance of apologies from Cllr Pugh and Cllr Jack, this was seconded by Cllr Hollingum and resolved to be approved by Parish Council

##### 8.11 CONFIRM GOVERNING INSTRUMENTS TO BE ADHERED TO

Cllr Perrins proposed the following policies and procedures, these were seconded by Cllr Watt and resolved to be adopted by Parish Council:-

- a) New Model Standing Orders (including public participation policy) (New from NALC)
- b) Financial Regulations (reviewed April 2010)
- c) Code of Conduct (reviewed 2009)
- d) Freedom of Information (reviewed 2009)
- e) Risk Assessment (reviewed April 2010)
- f) Burial Regulations and fees (reviewed April 2010)
- g) Risk Assessment policy (reviewed April 2010)
- h) Archive Policy (reviewed April 2009)
- i) Noticeboard and Website Terms and conditions (reviewed April 2010)
- j) Model Equal Opportunities Policy (new)
- k) Grant Awarding Policy (reviewed 2010)

##### 9.11 DECLARATIONS OF INTEREST in respect of relevant items of business on the agenda

There were none.

##### 10.11 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING AND AGENDA dated Tuesday 5<sup>th</sup> April 2011.

Cllr Perrins proposed the April Agenda and minutes, with the addition of at 188.10 Clearing Ditches – Cllr Titman had reported that the ditch grips needed repairing, seconded by Cllr Watt and resolved to be approved by Parish Council

**11.11 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

- a) **Donation to Creaton Celebration for the Royal Wedding**  
Kate McEwan (party organiser) had sent in a letter of thanks for the donation of £75 together with receipts for purchases
- b) **Creaton Biodiversity**  
It was reported that there had been another meeting of the Creaton Biodiversity Group. Geoff Ollerton a specialist from the University of Northampton had given a talk at the meeting. Further information about the group and its aims would be available at Creaton in Bloom and the Annual Parish Meeting. It was possible the next meeting would be on the 24th June tbc.

**12.11 FINANCE**

- a) **Resolution to approve payment of outstanding accounts**  
Cllr Watt proposed payment of the following, seconded by Cllr Titman and resolved to be approved by Parish Council:-

Details	Amount	Chq No	Account
LYNNE COMPTON (Clerk Wages Apr 2011 + backdated pay increase	£315.95		Salaries
LYNNE COMPTON (Clerk Expenses)	£23.84		Office/Exp
HMRC Only (PAYE)	£70.60		Salaries
NCC LGPS (Clerk Pension)	£91.92		Salaries
EON (Streetlighting maintenance for quarter ending 31 <sup>st</sup> March 2011)	£111.56		Streetlighting
MRS K J McEWAN re-imburement in respect of refreshments for Royal Wedding celebrations (approved at April meeting under LGA 1972 s.145 – min no 184.10e)	£75.00		Other
EON Streetlighting Electricity	£341.42		Streetlighting
<b>TOTAL</b>	<b>£1030.29</b>		

- b) **Grant Applications 2011/12**  
**Creaton Playing Field Association - £800**  
Cllr Perrins proposed that a donation of £800 (as per 2011/12 agreed budget) should be given to the Creaton PFA towards insurance and maintenance of the Playing Field, seconded by Cllr Watt and resolved to be approved by Parish Council.  
Action : Clerk to organise cheque for presentation at the Annual Parish Meeting. Clerk

- c) **Annual Return 2011/12**  
1) Resolution to approve End of Year Accounts, Annual Return and explanation of variances (if any) – Cllr Watt proposed approval of the Year end accounts to 31/03/11, Annual Return and explanation of variances, seconded by Cllr Hollingum and resolved to be approved by Parish Council. – **Attached Paper B**  
2) Resolution to approve Annual Governance Statement  
The Annual Governance Statement was read out and Cllr Watt proposed approval, seconded by Cllr Hollingum and unanimously resolved to be approved by Parish Council.

- d) **Review of Parish Council Insurance**  
To report that last year’s premium was £698.90 and the premium for this year had been given as £776.91. The Clerk had contacted the insurers to ask why there has been such a large increase and ask if the premium could be lowered.  
After some discussion, Cllr Watt proposed approval of the insurance quotation up to £776.91, this was seconded by Cllr Hollingum and resolved to be approved by Parish Council.  
Action: Clerk to follow up request to lower the premium. Clerk

- e) **Revised Asset Register - To receive and review**  
Cllr Watt proposed approval of the Asset register, seconded by Cllr Hollingum and resolved to be approved by Parish Council. **Attached Paper C**

- f) **Quotation of £145 from Mr A Wood for repairs to the Parish Council Noticeboard**

To consider  
Cllr Watt proposed acceptance of the quotation, seconded by Cllr Thomas and resolved to be accepted by Parish Council.

Action: Clerk to write to Mr Wood accepting the quote. Clerk

**13.11 UPDATE ON PLANNING APPLICATIONS (if any)**

- a) **33 Welford Road**  
It was reported that velux windows had been installed and that asbestos tiles had been removed and disposed of. Parish Council resolved that the photos provided should be sent to planning enforcement. Action: Clerk to send in photos and report to DDC Planning enforcement officer Clerk

**14.11 PLANNING APPLICATIONS RECEIVED To consider (if any)**

There were none.

**15.11 PLANNING DECISION NOTICES To report (if any)**

There were none.

**16.11 HIGHWAYS ISSUES (if any)**

To consider and agree action.

- a) **Update (if any)** Clerk
  - i. **Horseshoe Close/Jetty Footpath** – it was reported that this was getting very overgrown again. Parish Council resolved to report to NCC. Action: Clerk
  - ii. **Sapling planted on Highways verge – A5199 Welford Road** – Parish Council resolved

that this should be reported. Action: Clerk to report to NCC.

- iii. **Revised Speed Limit from 30 to 40 between from Grooms Lane to Creaton** – it was reported that this appeared to be working well although there were still concerns that you could not see the Zebra crossing. Parish Council resolved that NCC should be written to suggesting signage indicating that there was a crossing ahead. Action: Clerk to write to NCC

Clerk

b) **Speedwatch**

It was reported that that due to budgetary cuts NCC had terminated Speedwatch. The Clerk had sent in an enquiry about purchase of the equipment and the Police had responded that there had been several requests which would be dealt with in due course.

17.11 **CREATON CEMETERY/CHURCHYARD**

a) **Burial/Memorial Requests (if any)**

There were none.

b) **St Michael's and All Angels Churchyard (update on closure)**

- i. **PC/PCC Complaint letter** - Cllr Perrins had written a letter to the PCC outlining the concerns over the lack of communication and response rates from the PCC. The following response from the PCC was read out - attached **Paper D** - Parish Council resolved that the Clerk should send in a response along the lines "We acknowledge receipt of your email and letter which was read out at the May Parish Council meeting"

Clerk

- ii. **Wiggins Trust** – An email had been received from Michael Rogerson, Treasurer, PCC “

The trust was set up for the maintenance of the churchyard in 1961 by a Joseph Wiggins.

There is no definition of churchyard so we have used it for all areas of the current grounds. The trust no is 32954The income last year was £375. As mentioned at the AGM the fund was Overdrawn by £1348 as at Dec 31st 2010 and so far this year we have spent a total of £750 on the wall plus £190 having the churchyard cut in April. As far as I can remember I don't recall a request in writing from the Council to have the income.”

After some discussion, Cllr Hollingum proposed that under the circumstances, the PCC should retain the Wiggins Trust on the grounds that the repairs to the wall (outlined in the Quinquennial inspection) were completed and the funds from the Trust went to support the maintenance of the Lychgate (which is being retained by the PCC)

Clerk

Action: Clerk to draft letter to the PCC.

18.11 **ANNUAL PARISH MEETING**

To receive draft agenda and discuss if necessary

After some discussion and alterations, the Chairman approved the agenda. **Attached Paper E**

Action: Clerk to invite the Village Organisations, Police, District and County Councillors etc

Clerk

19.11 **ANNUAL SPRING CLEAN**

- a) **To receive report** - It was reported that the Spring Clean went very well and was over by 1 pm. Cllr Hollingum had written a report for Village Link. Unfortunately, the photos of the event could not be submitted to the CPRE for entering their competition, as those photographed had not given prior approval. Parish Council resolved that in future, a sheet should be available on the day for participants with a note asking for them to sign if they agreed for any photos to be used. Names, addresses and emails would also be requested. Parish Council proposed a vote of thanks to Highgate House for providing a bottle of wine for the prize draw and Cllr Sylvia Winter (Creaton Post Office and Shop) for providing a sweet treat for the children involved. Action: Clerk to do thank you letters.

Clerk

20.11 **CORRESPONDENCE RECEIVED (not already on the agenda)**

To review and agree action where necessary

- a) **DDC – Members Development Session Weds 25<sup>th</sup> May 2011, Council Offices, Lodge Road Daventry – 6.15 pm**

The agenda covers The Regional Plan, Impact of the Localism Bill and Government proposed planning reforms. Action – Clerk to enquire if Cllr Jack would like to attend.

Clerk

- b) **Northants Police – Crime Report**

08/09 Mar – High St – Lead flashing pulled down causing bricks to fall off roof, no lead or bricks taken.

- c) **NALC – Communities in Action conferences – Weds 15<sup>th</sup> June – Bristol, Tues 19<sup>th</sup> July Sheffield, Thurs 22<sup>nd</sup> September, Camden Lock, London**

Cllr Hollingum indicated that he might attend one.

- d) **NCC – You Choose Targeted Passenger Transport measures**

For further info see <http://youchoosencncc.wordpress.com>. Creaton are to retain the No 60 bus with subsidy. Consultation open until 27<sup>th</sup> May 2011

21.11 **DATE OF NEXT MEETING – Mon 23<sup>rd</sup> May 2011 – Annual Parish Meeting – not a Parish Council meeting**

**Meeting Dates for 2011**

Tues 7<sup>th</sup> June 2011

Tues 5<sup>th</sup> July 2011

Tues 2<sup>nd</sup> August 2011 – No meeting – Village Walk and Risk Assessment

Tues 6<sup>th</sup> September 2011

Tues 4<sup>th</sup> October 2011

Chairmans Signature:.....

Date:.....

**Meeting Closed 9.35 pm**