

CREATON PARISH COUNCIL
Chairman: Councillor Stanley Perrins

Clerk: Mrs L Compton
12 Olde Forde Close
Brixworth
Northants NN6 9XF

Tel/Fax 01604-880727
Email: creatonpc@tiscali.co.uk

Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 5th March 2013** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm

Present: Cllr Perrins (Chairman), Cllr Hollingum (Vice-Chairman), Cllr Aveyard, Cllr Thomas, Cllr Titman, Cllr Watt, Cllr White and Cllr Winter

In attendance: Lynne Compton (Parish Clerk and RFO), District Cllrs Liz Wiig and Stephen Pointer plus 5 members of the public

171.12

PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend. 5 members of the public were in attendance and the following was discussed:-

a) Parking on the Village Green

Residents asked if there had been any progress made. Cllr Perrins read out the letter being sent (once approved) to all Village Green residents asking for considerate parking and to approach neighbours for any spare parking. Cllr Hollingum further outlined that the issue of "parking permits" was a tricky one and was being discussed later in the meeting. Residents re-iterated that lorries parking were eroding the edges of the Green, Cllr Hollingum responded that the DDC Conservation Officer had suggested wooden posts to protect the corners and said she would look into. However Cllr Hollingum said that the aesthetic balance of the Green needed to be preserved. A response was awaited from the DDC Conservation Officer as to the suitability of the posts.

b) Heating the Village Hall

Mrs McEwan (Creaton Village Hall Committee) requested that the doors should not be left open at the beginning of a meeting to ensure the heat doesn't escape especially since £10,000 had been spent getting it insulated. Mrs McEwan suggested a sign on the closed door for meetings saying "Parish Council in Session".

c) Respects to Ray Hopewell

Cllr Wiig passed on her respects and condolences to the family of recently deceased Ray Hopewell whom she had worked with.

d) Creaton Village Spring Clean – Saturday 16th March 2013 (149.12)

The Clerk reported that the Village Hall had been booked, the event advertised in Village Link. Cllr Hollingum kindly agreed to do the photos and write up of the event for the CPRE competition (and Village Link). Cllr Perrins kindly agreed to distribute the equipment and return it to Sauls of Spratton.

Action: Clerk to include in a bulletin to be circulated round the village in the week before the event.

172.12

RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

There were no Councillor apologies, all present. County Councillor Millar had sent his apologies and asked if there was anything he could be of assistance with.

173.12

RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tues 5th February 2013

Cllr Perrins proposed approval of the minutes as an accurate record of the meeting, seconded by Cllr Watt and resolved to be approved by Parish Council. The Chairman subsequently signed the minutes

174.12

RESOLUTION TO APPROVE COMPLETING THE BUSINESS OF THE MARCH MEETING AT 9 pm irrespective of whether the agenda has been completed, to allow all Councillors the opportunity to then meet for 30 minutes to discuss the Clerk's contract and the Councillor's responsibility therewith. Any outstanding matters from the Parish Council Meeting will either be held over until the next month or the Councillor's may call an extra-ordinary Meeting to deal with the extra business.

175.12

Cllr Perrins proposed the motion, seconded by Cllr Watt and resolved to be approved by Parish Council
DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda. There were none.

176.12

MATTERS ARISING FROM PREVIOUS MINUTES (if any) (for information only)

a) New Bench for the Cemetery (159.12 c) – The Clerk reported that the family had not progressed further with the bench due to the bad weather and that they would like to put a plaque on the bench plus cement it in. After some discussion, Parish Council resolved that Cllrs Hollingum and Thomas would meet with the family to agree the exact location of the bench and agreed that the bench would need to be cemented in to comply with Health and Safety legislation. Parish Council agreed that a plaque would be a lovely idea and would like to be informed of the wording beforehand. **Action: Cllrs Hollingum and Thomas to arrange meeting with family.**

b) Natural Creaton (159.12 d) – An update had been circulated giving details of forthcoming events and progress with planting. Cllr White reported that details would go in Village Link.

FINANCE

- a) **Bank Balances as at 28th February 2013** – to receive and approve. The Clerk reported that the new internal auditor had suggested that it was good practice for the bank balances to be reported at each meeting. Unfortunately the statements had not yet been received.

Note: Statements received 9th March 2013 - Bank balances as at 28th February 2013 – Current Account: £200 (kept at this by NatWest), Reserve Account: 15,283.40.

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

Cllr Watt proposed approval, seconded by Cllr Perrins and resolved to be approved for payment by Parish Council:-

Date	Details	Chq No	Amount	Account	
05/03/2013	Lynne Compton	Salary to 28th February (£304.95), Mileage (£31.50) and Office reimbursement (£21.56) to 5th Feb	429	£358.01	Salary/Mileage/Office
05/03/2013	HMRC Only	PAYE (decreased due to changes in tax)	430	£57.60	Salary
05/03/2013	NCC LGPS	Clerk Pension (PC contribution £82.59, Clerk contribution £25.20)	431	£107.79	Salary
05/03/2013	ICO	Information Commissioners Subs under Data Protection Act	432	£35.00	Subs
05/03/2013	SLCC	Subs	433	£48.60	Subs
05/03/2013	SPRATTON PARISH COUNCIL	30% Contribution towards Office phone May 2012 to Feb 2013	434	£76.69	Office
05/03/2013	NCALC	Code of Conduct Training - Total £29 split between 3 PCS's	435	£9.67	Training
TOTAL				£693.36	

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

There was none.

- d) **New Auditor Pre-Audit Report – as circulated.** To discuss and agree action

It was reported that aside from the following suggestions for good practice (which the Clerk had subsequently implemented):-

- Internal Controls Councillor (Cllr Watt) currently audits accounts twice a year, suggested perhaps should be done quarterly.
- Bank balances should be reported and minuted at each meeting so as to ensure Cllrs know sufficient funds to pay outstanding accounts.

the auditor was satisfied that the Council had effective systems in place to manage, monitor and control its business. Cllr Perrins proposed adoption of the report, seconded by Cllr Watt and resolved to be approved by Parish Council.

- e) **Ducklings grant – to discuss terms of grant.**

It was reported that Ducklings had sent an email apologising for the delay regarding completing expenditure of the £750 grant awarded to Ducklings last year plus explaining that with the introduction of significant changes to the Early Years framework and the arrival of a new manager at Ducklings they held fire on their “shopping list” to ensure it was targeted to best effect for the needs of the children of Ducklings. They had also sent a document which detailed the original request with any revisions (and their justification) proposed along with detailed planned expenditure. In addition, they requested spending the VAT which they were aware the Parish Council could reclaim.

The RFO reported that she had sought advice from the internal auditor who had suggested that it might not be advisable to include all the items on the Parish Council Asset register (which would have to be done to re-claim the VAT) and that the Parish Council could include additional terms and conditions to the grant. The RFO also stated that Ducklings could not spend in excess of the original amount specified (£750). After some discussion, Cllr Hollingum proposed that Ducklings should receive a cheque for £750 with a letter outlining the following additional condition to the grant:-

- **Full accounts showing grant was spent by the end of the financial year (31/3/13) as per the detail sent to Parish Council to be submitted as soon as possible after 31st March**

Proposal seconded by Cllr Watt, voted on by a show of hands and unanimously resolved to be approved by Parish Council. **Action: Clerk to organise cheque and letter to be sent to Ducklings**

- f) **Payroll** – To discuss whether to outsource payroll functions (quotation previously circulated) – Cllr Hollingum proposed that this should be deferred to the Closed session (188.12), seconded by Cllr Perrins and resolved to be deferred by Parish Council
- g) **Pension** – New contribution rates 2013/14 (as circulated) – Parish Council resolution to approve Cllr Hollingum proposed that this should be deferred to the Closed session (188.12), seconded by Cllr Perrins and resolved to be deferred by Parish Council
- h) **CPALC** – Cllr Aveyard proposal to join at a cost of £25 (details previously circulated) Cllr Hollingum proposed that this should be deferred to the Closed session (188.12), seconded by Cllr Perrins and resolved to be deferred by Parish Council

- i) **VAT Return (previously circulated)**– Parish Council resolution to approve Cllr Watt proposed approval of the 2012/13 VAT reclaim of £1065.71, seconded by Cllr Perrins and resolved to be approved by Parish Council.

178.12

UPDATE ON PLANNING APPLICATIONS (if any)

- a) **Broomhill (Spratton)** – The Clerk reported that the plans had been amended and re-submitted. They were due to be discussed at DDC Planning Committee on Weds 13th March 2013.

179.12

PLANNING APPLICATIONS RECEIVED To consider

Mabbutts Timber Yard (Brixworth Parish)

DA/2013/0066 Old Station Yard, Station Road, Brixworth
Erection of B1 units, access and 9 dwellings

It was reported that Brixworth Parish Council were strenuously objecting to the application. After lengthy discussion, Cllr White proposed the following response:-

“Creaton Parish Council have reviewed that plans for this development and on the whole have resolved to support on the grounds that it will potentially provide much needed rural employment on a derelict site.

We are however concerned over the potential increase in traffic through the village. The Traffic Impact Assessment does not assess any impact on the village of Creaton and we would therefore request that the study be extended up to the junction with the A5199.”

The proposal was seconded by Cllr Watt, voted on (by a show of hands) and unanimously resolved to be approved by Parish Council.

180.12

Action: Clerk to draft letter for approval by Cllrs Hollingum and White

PLANNING DECISION NOTICES To report (if any)

Parish Council noted the following:-

Application No: DA/2012/0959

Description: Work to trees within a Conservation Area

Location: Creaton Lodge 6, The Green, Creaton, Northamptonshire, NN6 8ND

Case Officer: R Booth on 01327 302583 or email rbooth@daventrydc.gov.uk.

CPC Decision: No Observations (8/01/13)

DDC Decision: Work to trees approved (25/1/13)

181.12

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

- a) **Update (if any)**

- b) **Parking on Village Green**

1. **Note to residents** – Cllr Hollingum proposed acceptance of the response (drafted by the Clerk), seconded by Cllr Perrins and resolved to be approved by Parish Council. Cllr Hollingum kindly agreed to deliver the letters by hand. Action: Clerk to print out sufficient copies and pass to Cllr Hollingum.

2. **Issue of Parish Council Parking permits – to discuss and approve recommendations –** After extensive discussion and taking legal advice, Parish Council agreed that it would be impossible to enforce parking permits on the Village Green. Cllr White proposed the following response to requests for parking permits:-

“If an informal arrangement cannot be maintained by residents, the Parish Council may consider enforcing footpath legislation by stopping all parking on Village Green footpaths, this may mean the area is blocked by physical means”

- c) **Streetlighting – 2nd Phase**

Following the successful installation and operation of the first phase of the new lanterns incorporating part night lighting on the Brixworth Road. To discuss the location for the second phase of the project for budget year 2013/2014. Cllr Thomas proposed the following locations:-

- 2 street lights in the The Jetty
- 3 street lights in Court House Close.

In line with Council policy regarding all night and part night lighting, the following would apply:-

- 1 Street light in The Jetty opposite the entrance to Court House Close to remain on all night light.
- The 4 remaining street lights will be part night, switching off at around midnight and switching back on at around 5am.

The proposal was seconded by Cllr Perrins and resolved to be approved by Parish Council.

Action: Cllr Thomas to obtain quotes and organise purchase order

- d) **Parish Enhancement Gangs – deadline for requests 8th March** – to agree response

After some discussion, Parish Council resolved the following should be requested:-

1. **Siding out of footways** - A5199 (Welford Road) to garage
2. **Cleaning of signs** - Creaton Village Signs and 30 mph/40mph signs on entrance to village from Welford and Spratton
3. **Clearing of vegetation from signs and footways** - Footpath between Violet Lane and School (aka the KnickKnacks) and Footpath from Horseshoe Close. Also, both these footpaths become very slippery with moss/ice and present a hazard to pedestrians. Would it be possible to have handrails installed?
4. **Isolated pothole repairs** - A5199, Violet Lane, High Street **Cont'd over....**

5. **Isolated gully cleansing, rodding of connections, clearance of drainage grips.** - Village Green – some are hidden by grass and have never been cleaned out. Please contact Chairman: Stan Perrins if you have any issues 01604-505487 (*previously requested by PC and not been done therefore added by Clerk after the meeting*)
6. **Painting of street furniture**, (bollards etc.) - Stone Bench on Violet Lane (nr Almshouses) needs cleaning.
7. **Any other works that may enhance the aesthetic look of the parish** - New sign entering Creaton from Brixworth, The old sign has never been replaced and there is nothing to tell you that you are entering Creaton (*previously requested by PC and not been done therefore added by Clerk after the meeting*)

Action: Clerk to submit response

- e) **Speedwatch** – To report that this is now free to parishes. 20% of electorate need to sign their agreement. In addition, 10 volunteers, including a co-ordinator, are needed to be identified by 28th February 2013. **To discuss and agree action**
Councillor Hollingum outlined the process. The Clerk reported that the Police had said there was no rush for the signatures (now that the Parish Council had indicated its intention to join) and so far 5 volunteers had been identified. After some discussion, Parish Council resolved that a letter (with a tear-off slip) should go to each parishioner asking them to pledge their agreement to join the scheme and indicate if they would like to volunteer to undergo the training. Spare copies of the pledge letters to be available in Creaton Post Office and Poppies Coffee Shop. **Action: Clerk to draft**

182.12 CREATON CEMETERY/CHURCHYARD

- a) **Burial/Memorial Requests**

Parish Council approved the following:-

J Stamp and Sons – Interment: Raymond John Edward HOPEWELL - Monday 18th February 2013, 12.30 St Michael’s and All Angels Church, Creaton, 1 pm at Creaton Cemetery – Grave No 33, re-opening.

183.12 GUIDELINES FOR EMAIL CORRESPONDENCE

To discuss

Cllr Hollingum proposed deferring this item to the April Parish Council meeting, seconded by Cllr Perrins and resolved to be approved by Parish Council.

Action: Clerk to bring forward to April agenda.

184.12 VILLAGE LINK (deadline 4th March)

To approve Creaton Parish Council News (CPC News) – to be tabled

Parish Council reviewed the draft (produced by the Parish Clerk) and due to the amount of additional news to be imparted to parishioners (arising from the March meeting), resolved to remove the full budget from the CPC News (leaving in the explanation on the changes to the tax base rate) and add the following:-

- Speedwatch
- Streetlighting – 2nd Phase
- Grant Applications deadline – 31st March

Action: Clerk to revise and submit to Village Link.

185.12 CORRESPONDENCE RECEIVED (not already on the agenda)

To review and agree action where necessary. The following were noted and action agreed where necessary (BOLD italics)

- a) NALC - Putting Communities First Conference – to agree attendance (if any) – Parish Council resolved no attendance necessary.
- b) ASB/Crime reports – The following were reported in January 2013:-
CRIME:
o/n 04-05 Jan: Brixworth Road – graffiti on vehicle.
- c) **West Northants Joint Planning Unit** - Notice of Submission of the West Northamptonshire Joint Core Strategy Local Plan in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended – to agree response – **Action: Clerk to review and report back to April meeting.**

186.12 GENERAL CORRESPONDENCE RECEIVED (For information – Members file for circulation)

187.12 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)

- a) **Suggestion to plant an Oak Tree to commemorate the Coronation - Queen’s 60th Anniversary on the throne – 2nd June 2013**

Cllr White reported that this was the same day as Creaton in Bloom and requested that Councillors gave some thought as to siting of a new Oak tree. **Action: Clerk to bring forward to April agenda**

Open Meeting Closed 9.10 pm

The Parish Clerk departed the meeting

POINT 188.12 is CLOSED TO THE PUBLIC AND PRESS FOR REASONS OF CONFIDENTIALITY

188.12

CLERK EMPLOYMENT

The Parish Council (PC) met in private session to discuss their role as employer. There had been a significant number of changes in legislation since the PC issued its contract with the Parish Clerk, particularly in the past year and the PC wished to revisit this as employer and to ensure that the Clerk was served with up-to-date employment rights.

The proposal submitted:

That a sub-committee be formed, consisting of two Councillors, who will, on behalf of the whole Council, carry out the following:

- Meet with the Parish Clerk and carry out an appraisal of that role
- Examine the latest version of contract available through NALC and CPALC
- Examine the procedures and the documenting of the Clerks pay, including pension, PAYE and expenses
- Ensure that the Parish Council has a dispensation covering the Clerk's expenses (form P11DX)
- Present their findings and recommendations to a closed session of the Parish Council at a future meeting
- Retain, on behalf of the Parish Council, that documentation that pertains to the employment of the Parish Clerk, including contract, pay details and expense agreements

The proposal was accepted and carried unanimously.

The Employer Sub-committee will be Councillor David Watt and Councillor Michelle Aveyard. Should a third Councillor need to be consulted, the Sub-Committee would contact the Chair in the first instance. Councillor's Watt and Aveyard will contact the Clerk to arrange a meeting to start the process.

189.12

DATE OF NEXT MEETING – Mon 15th April 2013 – 7.30 pm, The Pine Room, Highgate House – *Note - Change of date and Venue (provided free of charge)*

Meeting Dates for 2013 (held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)

Tues 7th May 2013 – Annual Meeting of Parish Council
Tues 14th May 2013 – Annual Parish meeting (not a Parish Council meeting)
Tues 4th June 2013
Tues 2nd July 2013
August – No meeting
Tues 3rd September 2013
Tues 1st October 2013
Tues 5th November 2013
Tues 3rd December 2013

Chairman's Signature:.....

Date:.....