

CREATON PARISH COUNCIL
Chairman: Councillor Stan Perrins

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

Held on **Tuesday 7th January 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm** for

Present: Cllr Perrins (Chairman), Cllr Richard Hollingum (Vice-Chair), Cllr Michelle Aveyard, Cllr Maureen Titman, Cllr Reg Thomas, Cllr David Watt, Cllr Geoff White and Cllr Sylvia Winter

In attendance: Lynne Compton, Clerk and RFO, 3 members of the public plus at 8.35 pm District Cllrs Ian Barratt and Liz Wiig.

92.13 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend. There were 3 members of the public present. The following was discussed.

- a) **Website** – content appeared not to have been updated. Cllr Hollingum explained that there had been issues with the website provider and the issues had now been resolved.
- b) **Application No:** DA/2013/0977
Description: Outline application for detached dwelling
Location: Land adjacent Willowbrooke House, Grooms Lane, Creaton

A parishioner was concerned that the proposed development was outside the village envelope and might set a precedent for back yard developments. See also 101.13.

c) **Footpaths** –

- 1. **Recommended Widths for footpaths** - A Parishioner asked if there was a recommended width for a footpath. Cllr Hollingum (Footpath Warden) commented that there were only a few designated footpaths in Creaton, the remainder were rights of way across land and that these do not have an enforceable width. **Action: clerk to investigate**
- 2. **Village Green Footpath** – a resident reported that the barrier had been erected on this footpath by NCC Highways due to a previous accident.

- d) **Speed signs** – A Parishioner informed the Parish Council that there were mobile flashing speed signs on the road between Chapel Brampton and Harlestone Firs.

93.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE – There were none. All present.

94.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tues 5th November 2013 – proposed by Cllr Perrins, seconded by Cllr Watt and resolved to be approved as an accurate record of the meeting by Parish Council. The Chairman subsequently signed the minutes.

95.13 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda – there were none.

96.13 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

- a) **Internment of Ashes (L Penn)** - It was reported that a funeral director is not being employed, the grave digger would be re-opening the plot and the Monumental Masons installing a memorial (attached) – subject to advising the Parish Council of the date.
- b) **Future Projects (81.13 g 4) – Alternative Entrance for Cemetery** – It was reported that this work was in progress.
- c) **Streetlighting (82.13a)** – It was reported that NCC Highways confirmed that the barrier at the bottom of Horseshoe Close could not be removed to allow easy access for streetlighting repairs.
- d) **Burials/Memorials** – It was reported that the Clerk had followed this up but the resident was not yet in a position to make a formal application.
- e) **VAT on Playing Fields** – the Clerk reported that she had raised this issue with the Northamptonshire County Association of Local Councils (NCALC) who thought it was a good point to raise i.e. that Playing Field Assoc's should not have to pay VAT on equipment/maintenance but advised that Creaton Playing Field Association should raise with "Fields in Trust". **Action: Cllr Thomas to discuss at next Creaton PFA meeting.**

97.13 FINANCE

- a) **Bank Balances as at 30th November** - Parish Council resolution to approve – Cllr Watt proposed approval of the following, seconded by Cllr Perrins and resolved to be approved by Parish Council:-

NAT WEST BANK ACCOUNT (as at 30/12/13)	
Community A/C	£200.00
Reserve A/C	£19,792.61
	£19,992.61

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

DATE	PAYEE	DETAILS	CHEQ NO.	AMOUNT	ACCOUNT	POWER TO PAY
04/12/2013	LYNNE COMPTON	Salary (320.10) plus £18.00 Work/home allowance, £20 bus calls/broadband	488	£340.10	Salaries/Office	LGA 1972 s112
04/12/2013	MAYMOOR LANDSCAPES	Mowing Creaton Village Green INV No 1013/36	489	£66.67	Parish Property	Open Spaces Act 1906 s9
04/12/2013	DUCKLINGS PRE-SCHOOL	ICT Equipment grant	490	£500.00	Grants/Donations	LGA 1972 s144
04/12/2013	POWERBEE	Christmas Tree Lights for Village Green	491	£64.95	Parish Property	LGA 1972 s145
19/12/2013	M HAZLE	Elm Tree Garden Maintenance	492	£405.00	Parish Property	Open Spaces Act 1906 s9
19/12/2013	MAYMOOR LANDSCAPES	Village Green mowing (final invoice 1013/45)	493	£66.67	Parish Property	Open Spaces Act 1906 s9
19/12/2013	LYNNE COMPTON	December Salary plus Use of office (£18)/phone (£20)	494	£339.90	Salaries/Office	LGA 1972 s112
19/12/2013	NCC LGPS	Clerk pension (Employer £90.18, Employee £26.29)	495	£116.47	Salaries/Office	LGA 1972 s112
19/12/2013	HMRC ONLY	PAYE Tax to 05/01/2014	496	£174.40	Office	LGA 1972 s112
19/12/2013	AUTELA LTD	Payroll services	497	£31.50	Office	LGA 1972 s112
		TOTAL		£2,105.66	Signed between meetings and already included in Bank Rec	
07/01/2014	EON	Streetlighting Electricity	498	£225.44	Streetlighting	PCA 1957 s3
07/01/2014	SPRATTON PC	Office Phone and Copier 30% contribution	499	£120.85	Office	LGA 1972 s112
07/01/2014	LYNNE COMPTON	Expenses to 7 Jan 2014	500	£65.59	Mileage/Office	LGA 1972 s112
		TOTAL		£411.88		

c) **Income to report**

18/12/2013	Penn LR & SE	Memorial L Penn	Auto	£234.00
20/12/2013	White and Joyce	Winwright Memorial & Inscp balance	38	£67.00
			TOTAL	£301.00

d) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution – Cllr Watt proposed approval, seconded by Cllr Perrins and resolved to be approved by Parish Council.

e) **Future Projects – to discuss suggestions and funding**

1. **Creaton Village signs – to receive quotes, discuss and make resolution** – Cllr Aveyard reported that information had been received from the Clipston Parish Clerk but nothing had been heard from Moulton College. **Action: Cllr Aveyard to follow up. It was also reported that the village sign located on the A5199 going North was virtually invisible. Action: Clerk to approach NCC and find out if signs could be replaced plus bring forward to March meeting.**

2. **Parish Council Christmas Tree – to discuss and make resolution** – It was reported that the feedback from Parishioners on the Christmas Tree (solar) Lights (which had been put up on the tree with the guard growing into it) had been excellent, the majority who had commented felt that the lights would be better on a Christmas Tree. Cllr White reported that the lights had performed very well and that the panels needed to be left out for 6-8 hours in the light to enable the lights to work. The lights were currently being stored in Cllr White's garage. Cllr Hollingum proposed the following actions:-

I. **Cllr Aveyard to approach the parishioner with a Christmas Tree business and ask if one could be provided for Christmas 2014 (free if possible), with the option of putting a small advertisement on the tree).**

II. **Clerk to pursue conservation and safety issues further**

III. **Clerk to amend Asset Register**

Seconded by Cllr Aveyard and resolved to be approved by Parish Council

3. **Community Event – to discuss** – Cllr Aveyard suggested an annual village event perhaps to celebrate St Georges Day on 23rd April to be held on the Playing Field. Cllr Aveyard envisaged that the event would be organised in liaison with other community groups and that it would be self-funding hopefully with the aid of grant funding. Parish Council agreed it was an excellent idea. Cllr Aveyard proposed setting up a steering group to organise, seconded by Cllr Hollingum and resolved to be approved by Parish Council. **Action: Cllr Aveyard to set up steering group and report back to March Meeting.**

4. **Village Hall** – notification from VH Committee that there are problems with the roof – to discuss and make resolution. The Clerk reported that Ducklings also had issues with the gate trapping children's fingers – after some discussion, Parish Council resolved that the details for the Community Payback should be passed to the Village Hall Committee. **Action: Clerk to pass details to VH Committee**

5. **Any further suggestions** – there were none.

8.35 pm - District Cllrs Barratt and Wiig arrived

f) **2014/15 Budget and Precept Demand** – to report that the Precept demand form has been received and the DDC Estimated Tax Base for 2014/15 is 216.52 and therefore the estimated Band "D" for every £100 raised is likely to be 0.46p. To discuss and make resolution. After some discussion, further to this new information, Cllr Watt proposed that the precept demand for 2014/15 should remain at £16,950 (as previously resolved at the November 2013 meeting), seconded by Cllr Perrins and resolved by Parish Council.

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

a) **Streetlighting** to receive an update (Cllr Thomas) – Cllr Thomas reported that he had sent out requests for quotes on 13th December 2013 but had not yet received anything back as yet.

b) **Speeding/Speedwatch** - To receive an update and discuss – it was reported that the Police had not yet asked for return of the speed boards. It was also reported that the Police did speed monitoring on the A5199 on a regular basis.

c) **Footpath CM12, Creaton Village Green – to receive an update and discuss response to further letter regarding legal proceedings from resident.** – It was reported that the Clerk had not received any formal documentation regarding legal proceedings being issued against the Parish Council. After some discussion and subject to ascertaining that the Parish Council had the legal authority to do so, Cllr White proposed purchase of small wooden posts to be erected either end of the footpath to block it off from vehicular access, at a cost of up to £60, seconded by Cllr Perrins, voted on, and unanimously resolved to be approved by Parish Council. Parish Council further resolved that the corner posts (to stop erosion of the banks) should be reviewed in the Spring.

Action: Clerk to seek final judgement from NCC as to who was responsible for the footpath, Cllr White to send the Clerk details of what to order in the event that the Parish Council is found to be legally responsible.

d) **Annual Village Spring Clean** – The date was agreed as Saturday 15th March 2014. **Actions: Clerk to do poster/leaflet, book Village Hall and advertise in Village Link and as widely as possible. Cllr Perrins/Cllr Hollingum to liaise with School, organise collection and distribution of equipment plus ensure risk assessment is read out on the day plus available to participants.**

- e) **Violet Lane Trees overhanging cables** – Cllr White reported that Western Power had responded quickly and indicated that they would look into this matter. Parish Council resolved that the Clerk should investigate further and attempt to ascertain definitively whose responsibility the verge on adjacent to the School (on Violet Lane) was. **Action: Clerk to investigate.**
- f) **Horseshoe Close Footpath – Trees overhanging** – This had been reported to NCC in November 2013 but apparently nothing had yet been done. It was suggested that the Community Payback Team should be asked to cut back if possible. **Action: Clerk to contact NCC to see if they had written to the resident plus contact the Probation Service and organise a visit from the Community Payback team**

99.13

CEMETERY/CHURCH-YARD

- a) **Contract for Greenworks (Village Green, Cemetery & Churchyard)**
To receive quotations, discuss and make resolution – Quotations had been received from Duncan Muddiman (Maymoor Landscapes). Mr Hazle had declined to quote as he had done the mowing and maintenance work for the last 5 or 6 years and was happy for someone else to do it. The Quotations received were as follows (Note: Countryside Gardens (CGD) quotes are in brackets as they were received too late to be considered, but were in any case higher than Maymoor landscapes):-

- Cutting of the grass in the churchyard including strimming **£90** each cut (CGD - £100)
- Cutting of the grass in the cemetery including strimming (**£40**) each cut (CGD - £50)
- Cutting of the grass on the green including strimming (**£70**) a month (CGD - £200 or £100 if cuttings left on site)
- Cutting of the hedges and clearing of trimmings in the above areas (**£150**) each cut (CGD - £225)

Quotation includes:-

All paths and hard areas will have grass blown off of them after every cut

All grass cuttings will be collected

I will also Spray any weeds that need spraying with these areas for free

On cutting the above every three week it amounts to 11 cuts a year and the cost would be

- **Church yard £990**
- **Cemetery £440**
- **The Green £770**

Total: £2,200 per annum

Parish Council noted Mr Muddiman's concerns that 3 weekly cutting would not be adequate. After some discussion, Cllr Perrins proposed accepting the quotation from Duncan Muddiman (Maymoor Landscapes) for 3 weekly cutting and that spraying should not be done unless authorised by Parish Council in advance. **Action: Clerk to email Maymoor landscapes and confirm acceptance of quotation. Clerk to draft contract for March meeting.**

- b) **Burials Memorials – to approve/Note**

Parish Council noted the following:-

1. **Ann Bonham & Son – Burial – A Martin (re-opening BA Martin) Plot 71**

Noted: The Parish Clerk reported that the gravedigger had informed her that the work originally planned for the graves did not now need to be done.

100.13

UPDATE ON PLANNING APPLICATIONS (if any) – there was nothing further to report.

101.13

PLANNING APPLICATIONS RECEIVED To consider (if any)

Application No: DA/2013/0977

Description: Outline application for detached dwelling

Location: Land adjacent Willowbrooke House, Grooms Lane, Creaton

Respond by: 8th January 2014

Case Officer: G Perks on 01327 302578 or email gperks@daventrydc.gov.uk.

After some discussion, Cllr White proposed the following objections, seconded by Cllr Watt and unanimously resolved by Parish Council:-

1. *The application is contrary to DDC Saved Policy HS24 as the dwelling will be outside the curtilage of the property and thus being built in open countryside.*
2. *The application is also contrary to the NPPF Para 7 as any development which is less than 3 properties is not considered sustainable.*
3. *The application is contrary to DDC saved policy HS36.*
4. Lack of safe access/exit onto the main road is of concern

Application No: DA/2013/0836 (amended)

Description: Conversion of building to dwelling and construction of detached double garage

Location: Buildings At Litchfield Lane, Creaton, Northamptonshire

Respond by: 26 December 2013

Case Officer: K Thursfield on 01327 302576 or email kthursfield@daventrydc.gov.uk.

Cllr White proposed "No Observations", seconded by Cllr Watt and resolved by Parish Council.

Action: Clerk to submit responses to Daventry District Council

102.13 PLANNING DECISION NOTICES To report

The following was noted:-

Application No: DA/2013/0861

Description: Two storey side extension

Location: 22 The Green Creaton, Northamptonshire, NN6 8ND

Case Officer: G Perks on 01327 302578 or email gperks@daventrydc.gov.uk.

Parish Council Response: No observations

DDC Planning Permission Granted 13th December 2013

103.13 NEIGHBOURHOOD PLANNING

1. **Landowner Meeting – to receive an update (Notes circulated) and discuss** – A resident reported that the landowners had found the meeting very helpful.
2. **Next Steps – to discuss and make resolution** – after some discussion, Cllr Perrins proposed deferring this until the March meeting, seconded by Cllr White and resolved by Parish Council.

104.13 PARISH COUNCIL MEETINGS - To discuss if bi-monthly meetings have been successful and make resolution on how to continue. It was reported that bi-monthly meetings had been working well and that both the Clerk and Councillors were better able to concentrate on Parish Council matters in the intervening period. It was commented that a calendar of meetings for the advisory groups would be a good idea. Cllr Hollingum proposed continuing with Bi-Monthly meetings, seconded by Cllr Perrins, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to draw up calendar of ordinary meetings for 2014 and advertise in Village Link, website and Noticeboard. Clerk to instruct Village Hall Committee that the Hall would be used bi-monthly in future.**

105.13 CORRESPONDENCE RECEIVED (not already on the agenda) - To review and agree action where necessary. The following were discussed, noted and action agreed where necessary (BOLD, Italics)

- a) **NCC** Northamptonshire Fire and Rescue Service Draft Strategic Update and Review for 2014 – Deadline for responses 13th Jan 2014
- b) **DDC** Daventry District Council is responsible for preparing the draft Community Strategy on behalf of the Local Strategic Partnership. The Community Strategy is a key strategic document for the Council and its partners setting out the long term vision and key priorities for the district. I have attached a copy of the draft strategy for your information. The consultation will start on Friday 1st November 2013 and run until Friday the 24th January 2014.
- c) **POLICE** Community Panel Meeting 10th October 2013 – to receive a report, discuss and agree any action. Parish Council noted that metal theft had decreased but that gated communities were increasingly being targeted in burglaries. Parking issues were now a civil matter.
- d) **PCSO Jo Hillery** Advice of new telephone number
- e) **NCALC** New Training Courses – to discuss attendance.
- f) **NCC Local Govt Pension Scheme** Our Draft Funding Strategy Statement has been loaded to our website - <http://pensions.northamptonshire.gov.uk/index.php/governance2/key-documents-for-the-northamptonshire-fund/>
This is an important document that sets out the Funds approach to funding it's liabilities. Given its significance we would be grateful for any comments/feedback you may have regarding it.
Therefore this email is notice of a formal consultation period regarding the Draft Funding Strategy that closes on the **24th December 2013**. Any comments you may have should be sent to penemployers@northamptonshire.gov.uk
- g) **NCC Local Govt Pension Scheme** Briefing Note to employers about changes to the scheme and possible charging of councils who send in pension contributions late. Their preferred method is BACS transfer.
- h) **Chris Heaton-Harris MP** Chairman are invited to a Meeting with Nick Boles MP, the Parliamentary Under-Secretary of State for Planning at the Department for Communities and Local Government, on Thursday 9th January 2014 to ask the Minister any questions they may have in relation to Neighbourhood Plans. **Cllr Perrins and Cllr White had attended this meeting. It was reported that there had been an entertaining talk by Allan Chantler, the NP Planning Champion. The following was also reported:-**

1. **There were currently 50 NP Planning Champions**
2. **8 Neighbourhood Plans across the country had been approved**
3. **3 Neighbourhood Plans were in the process of being approved**
4. **Producing an annex to the Rural and Countryside Development Planning Document was still recognised as an alternative to a Neighbourhood Plan**
5. **There had been an amendment to the CiL payment rules:- A Parish Council with an NP would get 25% of any CiL payment, without an NP, 15%**

- i) **Connexions** Apprenticeships and Jobs Fair 2014 – Poster circulated
- j) **DDC** Communications with Parishes – additional assistance with website suggested. - **Parish Council resolved that this was not necessary.**
- k) **NCALC** Eupdate and opinion against precept capping of parishes. **Parish Council noted.**
- l) **NCC** Minerals and Waste Local Plan Submission (after consultation)
- m) **POLICE** Police Reports – None in Creaton in December.
- n) **NCC** **Draft Budget and Council Plan Consultation**
It is important that we hear from as many people as possible during this consultation period, as we all work together to find the best solutions. Details of this consultation, including proposals and a range of ways to take part, can be found on the Council’s dedicated web pages. Please encourage your local community to take part and to have their say:
www.northamptonshire.gov.uk/draftbudget
Please let us have your views and ideas by 4th February, so that we can consider these fully and seriously. The Draft Budget and Council Plan 2014-19 will be agreed at the Council meeting on 20th February 2014.
Proposal for Resources Committee to draft a response for discussion at the January 2014 meeting – to discuss – After some discussion, Cllr Hollingum proposed drafting a response for circulation and approval via email, seconded by Cllr Perrins and resolved by Parish Council. Noted: the consultation had been posted on the Noticeboard. Action: Cllr Hollingum to draft response. Clerk to include in Village Link (if room)
- o) **Website** **Comments received regarding Wildflowers.** Parish Council resolved a response along the following lines:-

“Thank you for your comments and support, the project has developed further and expanded across the village”

Action: Clerk to submit response
- p) **NCC** **Review of County Councils Local list for validation of County Council Development Planning Applications**
- q) **DDC** **Christmas Hamper Campaign feedback -**
- r) **Parish and Town Councils Meeting** **To receive report and/or minutes – the minutes had not yet been received.**
- s) **DDC** **Request to participate in a dog fouling monitoring scheme (by spraying and recording) – Parish Council resolved to participate, Cllr Reg Thomas kindly agreed to be the main contact. The area to be monitored was between Home Farm and High Street. Action: Clerk to inform DDC and request pack plus put details in the Village Link. Cllr Thomas to approach resident who had complained about dog fouling to see if they would like to assist.**
- t) **Poppy Plant** Details had been received about the “Big Poppy Plant” – after some discussion, Parish Council resolved that the information should be emailed to Village organisations. **Action: Clerk to email Village Organisations.**

106.13 VILLAGE LINK – To receive draft Parish Council editorial copy from Clerk – Cllr Perrins proposed approval of the draft Creaton Parish Council Village Link Editorial with the addition of details of the dog fouling monitoring, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

107.13 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting) – there were none.

108.13 DATE OF NEXT MEETING- 4th March 2014

109.13 RESERVED BUSINESS – NOT OPEN TO THE PUBLIC/PRESS DUE TO ITS CONFIDENTIAL NATURE ANNUAL CLERK REVIEW – to discuss
The Clerk exited the meeting whilst the review was discussed. **Action: Cllr Hollingum to circulate notes to Parish Council Resources and Staffing Advisory Group in confidence.**
Meeting Closed 10.05

Chairman’s Signature:.....

Date:.....

Meeting Dates for 2013/14 (held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)

4th March 2014

6th May 2014

13th May 2014 – Annual Parish Meeting

3rd June 2014 – AGM

1st July 2014

2nd Sept 2014

4th Nov 2014