

**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 2<sup>nd</sup> July 2013** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

**Present:** Cllr Perrins (Chairman), Cllr Hollingum (Vice-Chairman), Cllr Thomas, Cllr Titman and Cllr White and Cllr Winter (6)

**In attendance:** Lynne Compton (Parish Clerk and RFO)

**39.13**

**PUBLIC FORUM 15 mins**

Members of the press and public are welcome to attend. There were two members of the public present and the following was reported/discussed:-

- a) **Poppy Appeal** – Mrs Rogerson (Creaton Organiser for British Legion Poppy Appeal) formally requested the Parish Council donation towards a wreath for the village. The Clerk confirmed that this was already included in the budget (under s.137) and a cheque for £25 would be included in payments. Mrs Rogerson confirmed that the amount raised by Creaton parishioners in 2012 was £367 (as previously requested by the Clerk). **Action: Clerk to advertise in next Village Link.**
- b) **100 year Anniversary of WW1** – It was reported that the Friends of St Michaels were planning a proper clean of the cenotaph for this event and Creaton singers had been asked to sing at an event to commemorate this occasion.
- c) **Tree overhanging Teeton Lane** – This had been reported to NCC Streetdoctor on 11<sup>th</sup> April. If nothing had happened by 11<sup>th</sup> July, it should be reported again. The reference code was given as 663389.
- d) **Village Green** – A resident reported that this looked fantastic, the best it had looked for a long time and was pleased to see the edging had been done properly.
- e) **Village Sign adjacent to Highgate House** – A resident reported that this was barely visible. Cllr White reported that the Community Enhancement Gangs had cleaned it which appeared to have made it worse. The Parish Council were in the process of obtaining estimates for replacement signs from Moulton College. It was also suggested that moving the sign to nearer the 30 mph sign might slow people down. It was agreed that the Clerk contact NCC Highways to see if this idea had any merit. **Action: Cllr Aveyard (quotes for village signs), Clerk (moving of sign)**
- f) **Church Clock** – It was reported that this had stopped and would cost in the region of £4,000 to repair. The RFO asked if a new one might be more cost effective and that Parish Council did not have sufficient funds available to pay for the repairs but that a Public Works Board Loan might be suitable. After some discussion, Parish Council resolved that the Clerk should look into the possibility of a loan. Parochial Church Council to look into alternatives to repairing. **Action: Clerk and PCC**
- g) **Maintenance Issues raised by Parishioners**  
Cllr Hollingum reported that the following issues had been raised and advice given:-

**Footpath between Horseshoe Close & The Jetty**

The problem of clearing and tidying has been reported to Public Rights of Way. They will contact those residents whose vegetation is over-growing the footpath.

**Knick-knacks**

The cemetery hedge needs cutting on both sides and on the top. Mark Hazle is to be informed and asked to carry this out. The School will be written to, to ask that their hedge is also cut. **Action: Clerk**

**High Street**

Trees overhanging road from Dial House. The house owner does not see a problem with this at the moment. If someone is concerned then they can contact NCC Highways directly or through Street Doctor.

**Verges around the village**

The verges around the village are cut by NCC. As with many local authorities they have reduced the number of cuts and the extent that is cut. They cut three times a year. If a member of the public feels that there is a particular issue, they can be contacted directly or through Street Doctor.

**Brixworth Road/Grooms Lane Junction**

When turning right into Grooms Lane vision is restricted by hedges. Cllr Winter has spoken to Charles Matts and he will contact Cottesbrooke as they usually trim this hedge.

- 40.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE** – Cllr Perrins proposed acceptance of apologies from Cllrs Watt and Aveyard, seconded by Cllr Hollingum and resolved to be approved by Parish Council. Cllrs gave their best wishes to Cllr Aveyard for a speedy recovery after a serious car accident.
- 41.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING** held on Tues 4<sup>th</sup> June 2013  
Cllr Perrins proposed approval, seconded by Cllr Hollingum and resolved to be approved by Parish Council. The minutes were subsequently signed by the Chairman.
- 42.13 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda** – there were none.
- 43.13 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)(if any)**
- a) **Creaton Annual Village Spring Clean (194.12 a and 28.13 a) – Debris in ditch**  
The clerk reported that Cottesebroke Estates had been contacted. **Action: Cllr Thomas to check if it had been done**
  - c) **Speedwatch (199.12i and 28.13 c)** –It was reported that the Clerk had contacted Highways but to-date there had been no response. **Action: Clerk to follow up**
  - d) **Parish Enhancement Gangs (199.12ii) – See 35.13 c**
  - e) **Village Signs (199.12 iv)** – It was reported that the Clerk had emailed Cllr Aveyard with the NCC Highways specification. **Action: Postpone as Cllr Aveyard not in attendance**
  - f) **Sunken Graves (200.12 and 28.13 f)** The Clerk reported that Mr Quinney and Mr Jolley had both quoted £250 for levelling and re-turfing the graves and that they had suggested that summer was not the ideal time to lay turf as it would have to be watered all the time. After some discussion, Parish Council resolved that Mr Quinney should be appointed to do the works in October. **Action: Clerk to inform Mr Quinney and the plot owners.**
  - g) **Guidelines for Email Correspondence (201.12 and 28.13 g)** – Cllr Hollingum apologised that he had not had a chance to make the amendments. **Action: Clerk to bring forward for September meeting**
  - h) **Resident letter regarding parking on the Village Green (28.13 i)**  
It was reported that this had now been done and a further letter had been received see 54.13 g
  - i) **Receipt of nominations to existing committees/steering/advisory groups (3.13)**  
Cllr White reported that he had not yet seen Mr Harper to discuss as Mr Harper had been un-well. **Action: Clerk to bring forward for September meeting**
  - j) **Wardens/Representatives**  
The Clerk reported that it was actually NCC Highways who ran this scheme and that new maps would be given to wardens.
  - k) **Burial Regulations and Fees (13.13d)**  
The Clerk reported that the Diocesan fees and the Church of England fees were the same. See also 46.13 a)
  - l) **Press/Media Policy (14.13 and 28.13 l)**  
Cllr Hollingum reported that the Strategy Group would be meeting in early August.
  - m) **Grant Applications (18.13 b3 and 28.13 m)**  
**Beynon Trust**  
Mrs Rogerson kindly agreed to try and organise submission of the accounts for the Beynon Trust.
- 44.13 FINANCE**
- a) **Bank Balances** – Parish Council resolution to approve  
Cllr Hollingum proposed approval of the following:-  
Bank Balances as at 31<sup>st</sup> May 2013:-  
NatWest Current Account - £200  
NatWest Reserve Account - £18991.39  
  
Seconded by Cllr Perrins and resolved to be approved by Parish Council
  - b) **Resolution to approve payment of outstanding accounts**  
Cllr Hollingum proposed approval of the following payments, seconded by Cllr Perrins and resolved to be approved by Parish Council.
- | Date       | Details   | Chq No | Amount         | Power to Pay               | Account       |
|------------|---|--------|----------------|----------------------------|---------------|
| 02/07/2013 | LYNNE COMPTON Salary to 30th June 2013<br>And office/bus phone<br>£20 | 452    | £336.95        | LGA 1972 s112              | Salary/Office |
| 02/07/2013 | LYNNE COMPTON Expenses  | 453    | £26.45         | LGA 1972 s112              | Mileage       |
| 02/07/2013 | SPANGLEFISH Website   | 454    | £24.95         | LGA 1972 s142              | Office        |
| 02/07/2013 | M HAZLE Cemetery/Churchyard<br>Mowing                                 | 455    | £270.00        | Open Spaces Act<br>1906 s9 | Greenworks    |
| 02/07/2013 | AUTELA LTD Payroll Services   | 456    | £31.50         | LGA 1972 s112              | Office        |
| 07/07/2013 | VILLAGE LINK 2 X donations for Village<br>Link                        | 457    | £100.00        | LGA 1972 s142              | Office        |
| 02/07/2013 | NCC LGPS Clerk Pension  | 458    | £115.30        | LGA 1972 s112              | Salary        |
| 02/07/2013 | HMRC ONLY PAYE  | 459    | £48.00         | LGA 1972 s112              | Salary        |
| 02/07/2013 | RBL Poppy Appeal  | 460    | £25.00         | LGA 1972 s137              | S.137         |
|            | <b>TOTAL</b>  |        | <b>£978.15</b> |                            |               |
- c) **Income to report (if any)**  
29/4 DDC 1st half of Precept - £8772.00
  - d) **Receipts and Payments plus budgetary report to date** – Cllr Perrins proposed that this should be deferred to the next meeting, seconded by Cllr Hollingum and resolved by Parish Council
  - e) **Bank Reconciliation to 31<sup>st</sup> May 2013** – Parish Council resolution to approve – to be tabled

Cllr Perrins proposed that this should be deferred to the next meeting, seconded by Cllr Hollingum and resolved by Parish Council.

- f) **County Councillors Empowerment Fund** – to discuss application from Great Creaton Primary School PTA and agree if any other village organisations could benefit. After some discussion, Parish Council resolved that the Clerk should complete the County Councillors Empowerment Form for Great Creaton Primary School PTA. **Action: Clerk**
- g) **NCALC Internal Audit Report** – To report that there were no issues arising. Parish Council resolution to adopt report. Cllr Hollingum proposed adoption of the report, seconded by Cllr Perrins and resolved to be approved by Parish Council

45.13

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

a) **Village Green Mowing**

- i) **Draft Contract – attached Paper A** – Cllr Hollingum proposed approval of the contract for Maymoor Landscapes to mow Creaton Village Green until 31<sup>st</sup> March 2015, seconded by Cllr Perrins. **Action: Clerk to send contract and inform the previous contractor David Grainger.**
- ii) **Update and review of work carried out so far by new contractors – Maymoor Landscapes** – Parish Council had received excellent feedback from parishioners on the mowing of the Village Green

b) **Streetlighting** to receive an update (if any) – Cllr Thomas reported the following:-

- i) **Balfour Beattie** – the decision as to whether they will do adhoc maintenance rather than on a contract needs to be taken at a higher level. A decision should be known soon.
- ii) **Old Lamps** – if any fail we have been advised to keep as they were few and far between. **Action: Cllr Thomas to give Clerk details to put on asset register as and when**

c) **Parish Enhancement Gangs** – It was reported that the following works would be carried out on Tues 2<sup>nd</sup> July:-

- A5199 (Welford Rd) to garage – side out footway.
- Cleanse Creaton Village 30/40mph signs on entrance to village from Spratton and Welford.
- Footpath between Violet Lane and school – clear vegetation.
- Footpath from Horseshoe Close – clear vegetation.
- Clean bench and clear vegetation around stone bench on Violet Lane.

Gully cleansing is carried out on a cyclic basis (either 6 monthly, annually or every two years – depending on location, risk etc) by specialist crews and as such, unfortunately, cannot be carried out by the CEG.

David Coleman, technician for the Daventry District will look into any issues with specific gullies within the village (around The Green, as per original request).

It was also reported that the gang had rather a long tea break. The Clerk had been sent a form for feedback but it didn't appear to be relevant. **Actions: Cllr Perrins to check that all the work had been completed. Clerk to ask NCC for correct form and complete (once a report had been received from Cllr Perrins). Clerk to add Gullies onto list for Village Walk.**

46.13

**CEMETERY/CHURCH-YARD**

a) **Cemetery Fees** – to receive suggested increase (to be tabled), discuss and make resolution

The following increases (broadly in line with Church of England Fees) were proposed (to be effective from 1<sup>st</sup> August 2013) by Cllr Hollingum, seconded by Cllr Thomas, voted on and unanimously resolved to be approved by Parish council. All other prices remain the same as 2012:-

2012 prices in brackets

**Purchase of Plots:**

6ft x 3ft double depth	£150.00(£94)
Children up to age 16 (was 12) (Single depth only)	£20(price unchanged)

**Burials**

Burial of an Adult	£136 (£100)
Burial of a child (up to age 16)	no fee (was £20)

**Monuments and Gravestones:**

Headstone & Inscription	£117.00 (£50)
Tree (Standard type) and plaque	£50.00 (£35)
Vase	£50.00 (£35)
Tablet	£50.00 (£35)
Grave Surround	£50.00 (£35)

The point was made that the funds from fees go towards mowing and maintenance of the Cemetery and Churchyard.

**Action: Clerk to update Burial Regulations and Fees, publicise new fees in Village Link and on website**

- b) **Churchyard – Yew Trees** – to discuss – The Clerk reported that she had organised for this to be done by Treeworx (as approved in Minute Note: 88.12 c) in the next couple of days.

c) Churchyard / Cemetery

i. **Contractor – to review contract – attached Paper B**

The Clerk briefly outlined a conversation with the previous volunteer contractor (Mr Gillott) who confirmed all the additional jobs that had been done besides the mowing. After some discussion, Cllr White proposed that the current contract remain the same until the end of the season and that a comprehensive specification put together by Councillors attending the Annual Village Walk and Risk Assessment to start from 1<sup>st</sup> April 2014. The contract would then be put out for tender in October. The motion was seconded by Cllr Hollingum and resolved to be approved by Parish Council. **Action: Clerk to inform Mr Hazle**

ii. **Church Mowings** - There followed lengthy discussion on the heap of mowings in the Churchyard. No decision was reached on the mowings – **Action: Cllrs to discuss on Village Walk**

iii. **Rubbish left in the Cemetery.** Parish Council resolved that DDC should be approached to provide re-cycling bins (grey and brown). It was acknowledged that a volunteer would be needed to move the bins for emptying. **Action: Clerk to contact DDC**

iv. **Suggestion of setting aside an area for burial of ashes** – After some discussion, Parish Council resolved that the whole layout of the Cemetery needed to be reviewed. **Action: Clerk to provide map of cemetery for Village Walk, Parish Councillors to review layout and dimensions of plots**

d) **Cemetery – notification of interment of ashes – Penn – date to be notified - noted**

e) **Cemetery – application for Headstone and Inscription** – Liam and Hazel Brown (Ann Bonham & Son) – A request had been received for photos on the memorial. After some discussion, Cllr White proposed that there should be the general rule of no photos on memorial, seconded by Cllr Thomas, voted on and unanimously resolved to be approved by Parish Council. The memorial application was approved with engraved drawings (gold on black) of a dog and pigeon. **Action: Clerk to complete necessary paperwork.**

47.13

**UPDATE ON PLANNING APPLICATIONS**

a) **Mabbutts Timber Yard** – The following email had been received from DDC Planning Department Regarding expanding the Transport Impact Assessment to cover Creaton:-

*"I can advise that a copy of all statutory consultation responses have been emailed to the applicants agent. The comments received from NCC Highways requests the submission of an amended plan but makes no request for an amended transport assessment. It will be the decision of the applicant, what weight to apply to the request of the Parish Council. Following the receipt of the affordable housing viability study, I have received no new submissions but please be assured that the Parish Council will be consulted on receipt of new information."*

48.13

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

**Application No: DA/2013/0436**

Description: Construction of front porch  
Location: 2, The Old Rectory, High Street, Creaton, Northamptonshire, NN6 8NB  
Respond by: 15 July 2013  
Case Officer: G Perks on 01327 302578 or email gperks@daventrydc.gov.uk.

Cllr Hollingum proposed "no observations", seconded by Cllr Perrins and resolved to be approved by Parish Council. **Action: Clerk to send in response.**

49.13

**PLANNING DECISION NOTICES To report (if any)** – there were none.

50.13

**ANNUAL PARISH MEETING** to receive minutes, discuss and make resolution to approve – previously circulated – Cllr Perrins proposed that the minutes represented an accurate record of the meeting with 1 amendment – Cllr Perrins was an attendee at the Mens Luncheon Club rather than a helper!, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

**Action: Clerk to publicise on website and in Village Link**

51.13

**PARISH COUNCIL ANNUAL REPORT previously circulated-** to discuss and make resolution to approve – Cllr Perrins proposed approval, seconded by Cllr Hollingum and resolved to be approved by Parish Council. **Action: Clerk to publicise on website and in Village Link**

52.13

**PARISH COUNCIL ANNUAL VILLAGE WALK AND RISK ASSESSMENT Tues 6<sup>th</sup> August 2013, 7 pm – meet at Bus Shelter on Welford Road (2012 report attached Paper C)** – To discuss arrangements and agree additional items to be added to list. Parish Council resolved the following should be added to the list:-

- **Gullies**
- **Review of Cemetery layout**

The following Cllrs confirmed attendance: - Stan Perrins, Maureen Titman, Reg Thomas, Geoff White and Sylvia Winter.

**Action: Cllr White kindly offered to do new colour schedule, print off and take down notes**

53.13

Note: The ceiling of the bus shelter had been painted. **Action: Clerk to update schedule.**

**VILLAGE LINK deadline 2<sup>nd</sup> July** – to discuss and agree any additional items for inclusion After some discussion, Parish Council resolved that the Clerk should do the usual précis of the

minutes, advertise the Autumn Spring Clean (19<sup>th</sup> October) and publicise the Annual Report and Annual Parish Meeting.

54.13

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

To review and agree action where necessary

- a) **Daventry Settlements and Local Plan Consultation** – The clerk had secured an extension to the response time as it had not been received. To receive draft – (Cllr White)

After some discussion, Parish Council resolved not to respond.

- b) **DDC – (Carmel Walker) - Infrastructure and Developer Contributions Supplementary Planning Document** – Consultation opens 31<sup>st</sup> May and ends 12<sup>th</sup> July 2013 – To receive draft, discuss and make resolution to approve response (Cllr White)

After some discussion, Parish Council resolved not to respond on the grounds of lack of time and resources. **Action: Clerk to inform DDC**

- c) **Police and Crime Commissioner for Northamptonshire - New Proceeds of Crime Act Fund Launched**

The Police and Crime Commissioner for Northamptonshire has launched a small-grants programme aimed at preventing crime and supporting victims of crime. Grants of 1 x £5,000, 10 x £1,000 and 10 x £500 are available to community groups in Northamptonshire. The closing deadline for applications is 13 September 2013.

All parish councils have a legal duty to consider the impact of their decisions on crime and disorder and many parish councils play an active role in improving the safety and security of their community. This fund may mean that a project can go ahead that may otherwise not have been achievable. The fund is likely to be heavily oversubscribed so make sure your ideas are well thought through. An email regarding the fund is below and attached is further guidance and an application form

**Action: Clerk to publicise**

- d) **Free Community Tree Packs** - Woodland Trust is offering community groups, youth groups and schools the chance to apply for packs of free trees for delivery in November 2013 and we are accepting applications until 13 September. Whether groups are interested in helping wildlife; creating a faith, or inter-faith, green space; planting for remembrance, creating a community garden or allotment; or just want to enhance their local area - any community groups are very welcome to apply for our free packs of saplings. (original email sent to Natural Spratton)

**Action: Clerk to publicise**

- e) **ACRE – Dementia Care Presentations – offer for villages** – Parish Council resolved that this should be passed to the WI to see if they wanted to organise.
- f) **NCALC EUpdate – May/June 2013** – to discuss relevant items – the headlines (previously circulated by the Clerk were:-

- Sustainable Communities Act which Parish Councils can now make direct proposals under this Act. It might be a good idea for the Strategy Advisory Group to look into.
- Planning Aid England – Grants available for Neighbourhood Plans
- Clerk's Pay – 1% increase from April 2013
- VAT – suggestion for Councils to have an account with a local firm for stationery etc. Council of the Year award – Deadline for entries 31<sup>st</sup> August 2013

- g) **Parking on the Village Green** – to discuss letter received from resident and approve response – Parish Council resolved to defer this to the September meeting due to lack of time

- h) **Parish and Town Councils Meeting Weds 19<sup>th</sup> June 2013 – to receive a report** – Cllr Aveyard had circulated a report – **attached Paper D**

55.13

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

56.13

**DATE OF NEXT MEETING- No meeting in August (Village Risk Assessment) Tues 3<sup>rd</sup> September 2013**

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

Tues 1<sup>st</sup> October 2013  
Tues 5<sup>th</sup> November 2013  
Tues 3<sup>rd</sup> December 2013  
Tues 7<sup>th</sup> January 2014  
4<sup>th</sup> February 2014  
4<sup>th</sup> March 2014  
1<sup>st</sup> April 2014  
6<sup>th</sup> May 2014 - AGM  
13<sup>th</sup> May 2014 - APM

**Meeting Closed 10.07 pm**

Chairman's Signature:.....

Date:.....