

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 4th June 2013** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllr Perrins (Chairman), Cllr Hollingum (Vice-Chairman), Cllr Aveyard, Cllr Titman, Cllr Watt and Cllr White and Cllr Winter (7)

In attendance: Lynne Compton (Parish Clerk and RFO)

24.13 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend.

There was one member of the public present. The following matter was brought to the Parish Council's attention:-

- a) **Branch of Tree overhanging Teeton Lane** – a resident reported that branch of the tree was being held up by a broken branch and that this could be a danger to pedestrians and road users. Parish Council thanked the resident for bringing it to their attention and gave the resident the details of Streetdoctor so that it could be reported (as it was felt that NCC would be more likely to carry out the work if it was reported by a parishioner(s).

25.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

Cllr Perrins proposed acceptance of apologies from Cllr Thomas, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

26.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETINGS held on Monday 15th April and Tues 7th May 2013

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

27.13 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda

There were none.

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

- a) **Creaton Annual Village Spring Clean (194.12 a) – Debris in ditch**
i) Debris in ditch adjacent to Creaton Playing Field (belonging to Cottesbroke Estates) It was reported that this had still not been cleared. **Action: Clerk to follow up.**
ii) **CPRE Competition** – It was reported that this had not been entered
- b) **Dog Fouling (194.12 b)** – It was reported that this had been covered in the Annual Parish Meeting with an informative talk by the DDC Environmental Health Technical Officer. Parishioners were encouraged to report culprits.
- c) **Speedwatch (199.12i)** – It was suggested that the speed data from the VAS sign could be used. **Action: Clerk to investigate**
- d) **Parish Enhancement Gangs (199.12ii)** – It was reported that the work was due to commence in villages from 1st June. Parish Council resolved that the Clerk should contact NCC to check that all the work on the list would be done. **Action: Clerk**
- e) **Village Signs (199.12 iv)**– The Clerk passed round the NCC criteria for Village Signs. Cllr Aveyard reported that she had contacted Maidwell Parish to ask about their signs but had not received a response as yet. Cllr Aveyard further reported that Moulton College had indicated that they could produce signs (at a cost) but would need a clear specification. After some discussion, Parish Council resolved that several photos from surrounding villages to be sought, picture of the Maidwell Village sign should be obtained and a price for providing a similar sign be obtained prior to the next meeting. Local companies could then be written to asking for a donation towards. **Action(s): Cllr Aveyard to obtain pictures and timeline for July meeting, Clerk to email NCC criteria for Village signs to Cllr Aveyard.**
- f) **Sunken Graves (200.12)** – It was reported that Cllr Hollingum and the Clerk had met with Mr Quinney (gravedigger) who had advised on the works necessary in the cemetery. A quote had been received from Mr Quinney for levelling the identified graves and covering with grass seed.

The Clerk had been in touch with another gravedigger who had advised that turf would be better (this opinion was shared by the majority of Parish Council). After some discussion, Parish Council resolved that Mr Quinney should be asked to re-quote to for turf instead and Cllr Aveyard proposed vireing £250 from Parish Maintenance funds to do the work, seconded by Cllr Hollingum and resolved to be approved by Parish Council. **Action: Clerk to organise for end June if possible.** Noted: Families would need to be contacted before any reparation work was started.

- g) **Guidelines for Email Correspondence (201.12)**– It was reported that Cllr Hollingum had not yet had a chance to make the amendments suggested. **Action: Clerk to bring forward for July meeting**
- h) **Kirkwells (Neighbourhood Planning Consultants (204.12 b) – appointed by Daventry District Council)** – Parish Council resolved to respond that a Neighbourhood Plan was being considered but that Creton Parish Council were not yet in a position to appoint consultants. **Action: Clerk to draft letter for approval by Vice-Chair – It was reported that this had not yet been done. Action: clerk**
- i) **Resident letter regarding parking on the Village Green** – It was reported that there had been some delay in this. **Action: Cllr Hollingum to review letter drafted by the Clerk.**
Receipt of nominations to existing committees/steering/advisory groups (3.13)
 It was reported that Cllr White had not yet checked on the current banking arrangements with Natural Creton – **Action: Cllr White to check and report back to July meeting**
- j) **Wardens/Representatives**
 It was reported that the Clerk had not yet heard from DDC regarding the Tree Warden scheme or received the maps from Mr and Mrs Southwell for the Footpath Warden position. **Action: Clerk**
- k) **Burial Regulations and Fees (13.13d)**
 It was reported that the Parish Council fees were in line with the Church of England Fees but it had been ascertained that the Diocesan Fees were quite a bit higher (£286 for a burial). **Action: Clerk and Cllr Hollingum to review for discussion at July meeting.**
- l) **Press/Media Policy (14.13)**
 It was reported that the Strategy Advisory Group had yet to meet to review this. **Action: Strategy**
- m) **Grant Applications – (18.13)**
 - 1. **Daventry Community Fund (b2)** It was reported that these details had been passed to Creton Playing Field Assoc and that Cllr Aveyard had kindly agreed to help with the grant applications.
 - 2. **Beynon Trust (b3)**
 After some discussion, Parish Council resolved that there should be an awareness of the criteria for parishioners to assess whether or not they should apply. **Action: clerk to contact School for criteria and how residents were able to access (For general knowledge for Parish Cllrs), view the Charities Commission website and report back to Parish Council**

29.13

FINANCE

- a) **Bank Balances** – Parish Council resolution to approve – The Clerk provided the bank statements to 30th May 2013 – Current Account £200, Reserve Account £18,991.39 Cllr Watt proposed approval of the bank balances, seconded by Cllr Perrins and resolved to be approved by Parish Council. Cllr Watt signed the bank statements.
- b) **Resolution to approve payment of outstanding accounts** – to be tabled

Date	Details		Chq No	Amount	Account
24/05/13	LYNNE COMPTON	Clerk Salary (£311.95), clerk Expenses (£44)	445	£355.95	Salaries
24/05/13	HMRC ONLY	Pay as you earn (PAYE)	446	£62.40	Salaries
24/05/13	NCC LGS	Pension	447	£115.30	Salaries
04/06/13	MARK HAZLE	Churchyard and Cemetery Maintenance	448	£540.00	Parish Proper
04/06/13	LYNNE COMPTON	Clerk Salary (£311.95), Clerk Expenses (£29)	449	£340.95	Salaries
04/06/13	NCC LGS	Pension	450	£115.30	Salaries
- c) **Income to report (if any)** – There was none.
- d) **Receipts and Payments plus budgetary report to date** – to be tabled – Cllr Perrins proposed that this item should be deferred to the July meeting, seconded by Cllr Watt and resolved to be approved by Parish Council
- e) **Bank Reconciliation to 30th April 2013** Parish Council resolution to approve – to be tabled - Cllr Perrins proposed that this item should be deferred to the July meeting, seconded by Cllr Watt and resolved to be approved by Parish Council

- f) **Outsourcing of Payroll functions – to receive quotations (Cllr Aveyard), discuss and make resolution.**

The following quotations had been received.

CVS	Payroll Agent (Diane Malley)	Autela Payroll Services
£30 set up fees		
£6.60 per payslip		
£109.20 in 1 st year Doesn't include HMRC Returns	£49.50 1 st year £55 – 2 nd year	£105 (includes HMRC returns and pension)

It was reported that LGSS (Northamptonshire) did not yet cater for Parish Council payroll services although it was something they were looking into. It was also reported that the Auditor had commented that the Payroll agent seemed to be too cheap. Parish Council agreed that although they would like to support a local company, CVS worked out as being much more expensive with the add-ons eg HMRC returns.

After discussion, Cllr Aveyard proposed going with Autela Payroll services (as it was an established company – rather than an individual), seconded by Cllr Hollingum, voted on and unanimously resolved to be approved by Parish Council. **Action: Chair to draft letter, Clerk to type up, complete forms and send to Autela. Action: Cllr Aveyard to forward information to both Clerk and Cllr Hollingum**

30.13

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

- a) **Village Green Mowing** – It was reported that due to the Parish Council's duty to maintain the Village Green and the current contractors failure to do so (in part due to the excessive rain causing the grass to grow more than usual, in part due to the Parish Council's previous decision to go to 3 weekly mowing), with the imminent Creaton in Bloom event, it had been imperative ? for the Clerk to organise an additional mow with grass collection. There had also been numerous complaints about the state of the Village Green. One quotation of £400 had been tendered just to get the Village Green ready for Creaton in Bloom, which the Clerk had circulated to Councillors, all of whom agreed that this was an unreasonable amount. After further investigation, a local company, Maymoor Landscapes (Duncan Muddiman) had tendered the following quote:-

“a set fee of £400 per mowing season (April - End of September) which would be divided into monthly payments of £66.67. This will allow for monthly payments of a set amount avoiding fluctuating invoices.

We will mow as regularly as we feel is necessary to maintain a good standard of work (at least once a fortnight) and keep the grass at a manageable and tidy level. All grass will be strimmed and cut with all grass cuttings collected and disposed of.”

Ken Francis (R&G) Grounds Maintenance had tendered a quote of £910 (ex vat) for a 10 day mowing cycle

The quotation from Maymoor Landscapes matched the cost of the 2012/13 Village Green mowing costs and would be more flexible. After some discussion, Cllr Watt proposed appointing Maymoor Landscapes for 2 years, seconded by Cllr Perrins, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to write to current contractors to let them know plus draft contract for Maymoor Landscapes.**

- b) **Streetlighting** to receive quotations and discuss replacement programme – report from Cllr Thomas to follow.
Unfortunately, Cllr Thomas was unable to attend the meeting but had sent in the attached report (Paper A) which had been circulated to Parish Council. After some discussion, Cllr Watt proposed that Balfour Beattie should be appointed for 2 years on an ad-hoc basis, seconded by Cllr Hollingum, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to await confirmation from Cllr Thomas that Balfour Beattie would do maintenance on an ad-hoc basis before confirmation letters sent out.**

31.13

UPDATE ON PLANNING APPLICATIONS (if any)

- a) **Mabbutts Timber Yard (196.12)**– The Clerk reported that DDC had not yet made a decision. Cllr Aveyard read out Brixworth PC's article opposing the proposed development. After some discussion, Parish Council resolved that the Clerk should contact DDC to find out about the Traffic Impact Assessment and if it had been extended to include Creaton. **Action: clerk**
- b) **Broomhill (Spratton)** – The Clerk (who is also Clerk to Spratton) confirmed that the Action Group were taking DDC to Judicial Review.

c) **Barn on McMillan Way Footpath**

It was reported that there had been further hedgerow removed from around the Barn which went against the original planning permission. **Action: Clerk to report to DDC Enforcement Officer**

32.13 PLANNING APPLICATIONS RECEIVED To consider (if any)

There were none.

33.13 PLANNING DECISION NOTICES To report (if any)

There were none.

34.13 ANNUAL PARISH MEETING to receive minutes, discuss and make resolution to approve – to follow – The Chairman commented that he thought the format had worked very well and there had been a reasonable attendance from parishioners. It was reported that the Clerk had not yet finalised these due to workload. **Action: Clerk to prioritise for Mid/Late June**

35.14 PARISH COUNCIL ANNUAL REPORT to follow - to discuss and make resolution to approve It was reported that the Clerk had not yet finalised these due to workload. **Action: Clerk to prioritise for Mid/Late June**

36.13 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. **Action: Cllr White to review and draft a response by Monday 10th June**

b) DDC – (Keith Thursfield) Larger House Extensions Regime and Relaxed Changes of use about to commence – Noted

c) DDC – Scrutiny and Improvement Task Panel Report (Councillor AE Chantler) - Noted

d) DDC – (Carmel Walker) - Infrastructure and Developer Contributions Supplementary Planning Document – Consultation opens 31st May and ends 12th July 2013 – **Action: Cllr White/Cllr Hollingum to review and draft response (if any) and circulate prior to next meeting**

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

a) **Clerk workload** – Parish Council were concerned about the amount of work for the Clerk and that as a result some priorities were being missed. Cllr Hollingum suggested that a review should be undertaken and that the Clerk should produce a rolling “actions” list for Parish Council. It was suggested by Cllr Aveyard that Cllrs could write their own actions down to take away from meetings. **Action: Cllr Hollingum/Clerk**

38.13 DATE OF NEXT MEETING- Tues 2nd July 2013

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

August – No meeting	4 th February 2014
Tues 3 rd September 2013	4 th March 2014
Tues 1 st October 2013	1 st April 2014
Tues 5 th November 2013	6 th May 2014 - AGM
Tues 3 rd December 2013	13 th May 2014 - APM

Meeting Closed 10.00 pm

Chairman’s Signature:.....

Date:.....