

CREATON PARISH COUNCIL
Chairman: Councillor Stan 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 6th May 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllrs Stan Perrins (Chair), Richard Hollingum (Vice-Chair), Michelle Aveyard, Reg Thomas, Maureen Titman, David Watt and Geoff White

In attendance: Lynne Compton, Clerk and RFO plus 9 members of the Public.

144.13 PUBLIC FORUM 15 mins
Members of the press and public are welcome to attend

The following was discussed:-

a) Possible Development in Teeton Lane

Residents disputed the fact that in recent consultations that the Teeton Lane Site was the most favoured site. Cllr Hollingum confirmed that the consultation results were as follows:-

Teeton Lane – 78% preferred
College Farm Site – 67% preferred

Cllr White made the point that the Parish Council had not approached developers, the Parish Council had been approached and been asked to engage with the process, resulting in a Parish Council document being drawn up detailing results of the Housing Need Survey (DDC) and Creaton Parish Council Neighbourhood Plan consultations together with references to the Creaton Parish Plan and Village Design Statement.

b) Website

Residents had been unable to access the results of the consultation (which had also been circulated in Village Link to every resident). Action: Clerk to look into

Note: It has since been found out that Cllr Hollingum restricted the access to the Neighbourhood Plan pages, as they had been on view for some time and were now out of date. The NP pages and consultation results have subsequently been re-instated for public access.

c) Parish Council Consultations

Residents asked approximately how many had actually completed the January 2013 Neighbourhood Plan Consultation. Parish Council responded that these figures were not to hand and residents would be advised as soon as possible. The residents present commented that they had not realised the significance of the consultation and therefore not completed a form.

145.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

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

146.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETINGS held on Tues 4th March 2014 and 1st April 2014

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

147.13 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda There were none.

148.13 MATTERS ARISING FROM PREVIOUS MINUTES (Clerk's Report for information only)

- a) Creaton Village Signs** – It was reported that that a meeting with Moulton College was due to be held on 7th May with Moulton College, NCC and Cllr Hollingum.
- b) Parish Council Christmas Tree** – It was reported that Welford Christmas Tree Farm had kindly agreed to sponsor a tree (not taller than 15ft) for Creaton. Parish Council will need to confirm when relevant permissions have been given, they will then insert a concrete sleeve in the ground.
- c) Probation Trust - Community Payback** – It was reported that the Village Hall Committee had been pleased with the works undertaken. The following additional work was requested by Parish Council for phase 2:-

- 1. Clear knickknacks (subject to approval from NCC)
- 2. Cemetery Maintenance
- 3. Churchyard Maintenance (subject to approval from Churchwarden)
- 4. Violet Lane verge – clearing

The Clerk reported that she was due to meet with the Probation Trust on 21st May to do a risk assessment of the additional works. It was suggested that Village Organisations should be emailed to see if they had any additional work. **Action: Clerk**

- d) **Streetlighting** – It was reported that the next phase had been ordered. Cllr Thomas reported that the locations for the next phase had been altered as the some of the lights due to be replaced in the next phase needed new junction boxes which would have meant going over budget. The following lamps were being replaced:-

Junction of Brixworth Road and High Street – all night light

No 10, bend on Creaton Village Green – Part Night

Outside the Alms Houses – all night light

Opposite Suntrap Cottage, Creaton Village Green – all night light

- e) **Footpath CM12** – Northamptonshire County Council accepted responsibility and sent the following response to the resident with concerns over access:-

“Northamptonshire County Council does not own the land the right of way crosses but is responsible for maintaining the surface to a safe standard for pedestrians.

The local Highway Authority can request the removal of an obstruction from a right of way. However this would only apply to a complete obstruction of the footpath that occurs on long term basis such as fencing off or the long term parking of farm implements which totally block the footpath. Rights of Way Wardens have visited this site of several occasions and do not consider that the footpath is completely obstructed and the fact that the vehicle is regularly moved, probably on a daily basis, would make any enforcement action unlikely to be successful in this instance.

If the vehicle is blocking a private access this should be referred to the Police.

I have been assured that the wardens will continue to monitor the situation in Creaton”

- f) **Northamptonshire County Council Pension Scheme (LGSS)** - It was reported that Autela (Payroll Providers) reported that the scheme is “Auto-Enrolment” ready.
- g) **Equality Act Training** – It was reported that the Clerk approached NCALC who responded that they did not have sufficient interest to run a training course and do the following to make Councils aware of their obligations:-

- To include information in eUpdate
- To issue the relevant LTN on request (attached)
- To co-commission and purchase an Equality Toolkit for those councils wishing to learn more. The toolkit however is massive... thirty separate documents... so understandably we haven’t used it much
- To mention the Public Sector Equality Duty in relevant training sessions as something councils should be aware of

149.13

FINANCE

- a) **Bank Balances as at 31st March 2014 (previously circulated)** - Parish Council resolution to approve.

NAT WEST BANK ACCOUNT (as at 31/03/2014)		
	-	
Community A/C		£200.00
Reserve A/C		£16,832.96
		£17,032.96

Cllr Watt proposed approval, seconded by Cllr Aveyard and resolved to be approved by Parish Council.

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

14/03/2014	BALFOUR BEATTY LIVING PLACES	New lanterns	508	£1,135.13
14/03/2014	SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)	Subs	509	£55.20
14/03/2014	NORTHANTS ACRE	Subs	510	£35.00
14/03/2014	NCC LGPS	Feb Pension	511	£116.47
14/03/2014	AUTELA LTD	Feb Payroll Services	512	£10.50

14/03/2014	VILLAGE LINK	Newsletter	513	£50.00
14/03/2014	NCALC	Financial Risk Management Training (Split between 3 PC's)	514	£11.33
14/03/2014	POWERBEE	Re-issue of cheque 491 not received for fairy lights	515	£64.95
14/03/2014	INFORMATION COMMISSIONER'S OFFICE	Registration under the Data Protection Act	516	£35.00
28/03/2014	LYNNE COMPTON	March Salary (404.39) less tax (£58.20) plus use of office (£18) and business calls (£2)	517	£339.90
28/03/2014	NCC LGPS	Pension (March plus August)	518	£340.73

c) **Income** to report (if any)

The RFO reported the following :-

Nat West – Bank Interest £1.82

d) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution –previously circulated

Cllr Watt proposed approval, seconded by Cllr Aveyard and resolved to be approved by Parish Council.

e) **Parish Council Insurance (Renewal Date 1st June 2014)** – quotation from current insurers AON for £753.84 (previously £739.84). **Note: Quality Parish Councils receive an extra 5% discount.** To review insurance levels, discuss and make resolution.

Parish Council agreed the current insurance levels were adequate and after some discussion, Cllr Watt proposed approval of the renewal with AON, seconded by Cllr Aveyard and resolved to be approved by Parish Council. **Action: Clerk to complete renewal documentation and organise a cheque in payment**

f) **End of Year (2013/14) Accounts and variances** (to be tabled) – to discuss and make resolution

Cllr Watt proposed approval of the end of year account statements and variances, seconded by Cllr Aveyard and resolved to be approved by Parish Council.

g) **NCALC Internal Auditor** – It was reported that a new auditor had been appointed: David Linnell. An appointment to audit the accounts has been made for Monday 19th May. **RFO NOTE: This was subsequently changed to Tuesday 27th May 2014.**

h) **Removal of section 150(5) of the Local Government Act 1972**, which required that “*every cheque or other order for payment shall be signed by two members of the council*” has now happened courtesy of **The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014** – It was reported that NCALC had issued revised guidance. To discuss whether the Parish Council should use online banking and make resolution. After some discussion and due to the fact there would be a new Parish Council elected shortly, Cllr Hollingum proposed deferring the item to the July meeting, seconded by Cllr Perrins and resolved by Parish Council. **Action: RFO to discuss with auditor and bring forward for discussion for Parish Council at July meeting**

i) **Parish Clerk Allowances** – to discuss and agree monitoring processes. Cllr Aveyard proposed using the Autela forms for Mileage and Expenses, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

150.13

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

a) **Subsidence of Road near Twigden Barns** – this had been reported by a resident. After some discussion, Parish Council resolved to monitor the situation.

b) **Horseshoe Close Footpath** – NCC Highways responded that the owner of the trees had not been written to as the path was considered useable. Cllr Hollingum reported that the trees overhanging the path had been taken down thus alleviating the problem.

- c) **Parking on Violet Lane (School Times)** It was reported that Jay Shah, Safer Routes to School NCC Highways Officer would monitor the situation. In addition, Cllr Aveyard had requested that NCC look at ways of introducing traffic calming on Brixworth Road. A request form had been completed and submitted by the Clerk. Unfortunately, no School patrols could be provided due to lack of staff at NCC. **Action: Clerk follow up with Safer Routes to School Officer and report back to July meeting.**
- d) **Leak on Village Green** – Cllr Aveyard reported that Anglian Water had repaired the leak.
- e) **Raised Drain Cover** – **Action: Cllr Aveyard to report**
- f) **Tree overhanging footpath, adjacent to Concrete Bench, Brixworth Road** – After some discussion, Parish Council resolved that the Clerk should check ownership of the tree and discuss action with Michael Venton, Daventry District Council Tree Officer and Rachel Booth, DDC Conservation Officer. **Action: Clerk**
- g) **Dog Mess Monitoring** – Cllr Thomas reported that the situation was improving.

151.13

CEMETERY/CHURCH-YARD

- a) **Greenworks issues (if any) to discuss and make resolution**
 - 1. **Mowing of Churchyard** – it has been reported by a resident that some areas have not been done – to receive a report, discuss and make resolution – after some discussion, Cllr Hollingum agreed to meet with Duncan Muddiman (Maymoor Landscapes) to discuss the issues.
- b) **Burials / Memorials**
 - 1. **Resident verbal request for a double (side by side) plot in Creaton Cemetery.** – It was reported that the residents had been written to requesting confirmation details in writing together with a cheque in payment for the plot.
 - 2. **Burial Plot Query – Plots 59 and 60 – to receive a report from the Clerk, discuss and make resolution** – after some discussion, Parish Council resolved that the Clerk should provide replacement certificates. **Action: Clerk**
- c) **Garden of Remembrance** –allocation (within Creaton Cemetery) of areas for burial of and/or scattering of ashes – Parish Council to discuss and make resolution – After some discussion, Cllr Hollingum proposed that the Garden of Remembrance should be located at the far end of the Cemetery near the telegraph pole, seconded by Cllr Watt and resolved to be approved by Parish Council. **Action: Cllr White to include in new cemetery plan.**
- d) **Burial Plot numbering/marking** – marking of pre-purchased plots and/or identifying rows with suitable markers (as at Moulton Cemetery) – approximate costs to follow. Parish Council to discuss and make resolution. The Parish Clerk had not yet received the costs. **Action: Clerk to follow up and circulated prior to July meeting**
- e) **Publication of Burial Plan** – placing a burial plan on the Noticeboard and/or website to allow easy identification of plots. Cllr Hollingum proposed that this should be done when the new plan was available, seconded by Cllr Watt and resolved by Parish Council.
- f) **Dog Mess in the Churchyard bin** – Report from resident – to discuss and make resolution – After some discussion, Parish Council resolved to monitor the situation.
- g) **Lime Trees (boundary of Churchyard and Cemetery** – to discuss and agree action. After some discussion, Parish Council resolved that the Clerk should request permission from DDC to raise the canopy. **Action: Clerk**

152.13

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

153.13

PLANNING APPLICATIONS RECEIVED To consider (if any) and make resolution as to decision

Application No: DA/2014/0277

Description: Siting of portacabin to provide reception facility

Location: House of Canine, 1 Creaton Road, Creaton, Northamptonshire, NN6 9BW

Respond by: 29th April 2014

Case Officer: B Allen on 01327 302575 or email ballen@daventrydc.gov.uk .

Cllr Perrins proposed “No observations”, seconded by Cllr Hollingum and resolved by Parish Council. **Action: Clerk to submit response**

154.13

PLANNING DECISION NOTICES To report

Parish Council noted the following:-

Application No: DA/2014/0132

Description: Work to trees subject of Tree Preservation Order DA 204

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

Respond by: 12 March 2014

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

Creaton Parish Council: No observations

Daventry District Council – Planning Permission granted – 31st March 2014

155.13

NEIGHBOURHOOD PLANNING

- 1. **Teeton Lane possible Development** – to report that several residents expressed concern about the impact of the development on this area. To discuss and make resolution. It was reported that there had been no concrete proposals received as yet to make a decision on.

2. **Hansard Extract** indicating a possible “Light touch” Neighbourhood Plan for smaller communities– Cllr White advised of the following.

“The Parliamentary Under-Secretary of State for Communities and Local Government (Nick Boles): We have, I think, now reached the point where there has been enough experience of neighbourhood planning with enough different kinds of communities for us to learn lessons and to ask whether there is not a version of neighbourhood planning that might be more easily accessible and quicker for some communities. We are doing that work, and we are very keen to hear from any hon. Members and communities with their thoughts on how we can achieve that.”

To discuss if a letter to Nick Boles MP should be done and make resolution.

It was also reported that a letter had been received from APC planning had been received concerning land available for building in Grooms Lane.

After some discussion, Parish Council resolved to monitor Government legislation, keep the letter from APC on file and arrange to meet Tom James (DDC Neighbourhood Planning) at a suitable time after the newly elected Parish Council started its term of office.

156.13

POLICE

- a) **Crimes/ASB's in Creaton** - To report that no crimes or ASB's were reported in February. The following crimes were reported in March:-

Btwn 14-17 Mar: Grooms Lane – items taken from safe within room.

Btwn 18-23 Mar: Horseshoe Close – forced entry to garage.

To discuss and agree action necessary, if any.

- b) **Community Panel Meeting – 17th April 2014** – to receive a report

It was reported that lots of speeding tickets had been issued, the majority to motorcyclists. The main issues reported were in Brixworth.

157.13

PARISH COUNCIL ELECTIONS – 22nd May 2014 – To report that the result is an “un-contested” election – to discuss next steps. Action: Clerk to issue welcome letters and relevant documentation to newly elected Parish Council after the election.

158.13

ANNUAL PARISH MEETING (not a Parish Council meeting) – 13th May 2014 to review publicity, discuss and agree event organisation. Draft agenda previously circulated

After some discussion, Parish Council resolved the following:-

- ACRE should be asked to do a 5-10 minute talk – action: Clerk to contact
- Publicity – Action: Cllr Aveyard to do a poster, Clerk to email round and advertise on website.
- Refreshments – Clerk to ask Kate McEwan if she would be able to help with this. Cllr Aveyard to purchase tea, coffee, biscuits

159.13

ANNUAL VILLAGE SPRING CLEAN Saturday 15th March – to receive a report, discuss and agree a date for 2015

It was reported that only 10 people had turned up. There had been less litter than in previous years. It was suggested that the day of the spring clean could be changed to encourage greater participation. Action: Clerk to put on July 2014 Agenda – to set a date for the Annual Village Spring Clean (so that it could be included in the forthcoming Parish Council calendar)

160.13

TRAINING

- a) **Conservation Training** – course attended by Cllr White – to receive a report and discuss if necessary. Cllr White reported that there were over 1500 listed buildings but only 23 Conservation areas within Daventry District and only 2 Conservation Officers. Other Councils have effective GIS systems for maps but DDC don't and all we can get is the raw data. Cllr White made the point that parishioners need to be the eyes and ears for works done without permission. Action: Cllr Aveyard to ask if NCC if we could access their GIS system.
- b) **DDC Website Briefing** – attended by Parish Clerk – to receive a report, discuss and agree any actions necessary. **Attached Paper A**

161.13 **CORRESPONDENCE RECEIVED (not already on the agenda)**To review and agree action where necessary. The following was reviewed and action agreed where necessary.

- a) Anne Kirkland Public Sector Mapping Agreement – Action: Clerk to respond that the Parish Council would be interested in training
- b) Clark Jamie (ShEx) PAF Public Sector Licence for PSMA Members
- c) Bailey Mike Crime and ASB monthly reports for March 2014
- d) Becky Hutson DDC web briefing session for parish councils - 30 April 2014
- e) Hillery Jo COMMUNITY PANEL MEETING April 2014
- f) Maria Taylor Planning Training - 23 April 2014 and 15 May 2014
- l Jane Lyons Forthcoming May Elections - Parishes - IMPORTANT
- g) INFORMATION
- h) Autela Office Autela Limited - Parish Councillor Allowances - 2014-2015
- i) Beth Sargent Future for Councillors in LGPS
- j) Daventry District Council The next meeting with representatives from parish and town council in the District, officers from Daventry District Council, and other organisations, is scheduled to take place on Thursday 19 June 2014, 6.30pm in the Council Chamber, Daventry District Council offices.
Action: Cllrs to think about agenda items

162.13 **GENERAL CORRESPONDENCE RECEIVED – the following was noted.**

- a) Tim Cantwell Daventry Arts Festival
- b) Sue Thomas Year Book April 2014
- c) Sarah Clarke Northamptonshire ACRE's Village Viewpoint Magazine
- d) local.councils@cameandcompany.co.uk Spring Parish Matters - Came and Company Local Council Insurance Brokers
- e) DDC Women's Cycling Tour of Britain Race
- f) BigIdea Superfast Northamptonshire Project Newsletter 11-March 2014
- g) Barry Frenchman Fw: Fwd: Planning Practice Guidance goes live
- h) Danny Moody Northants CALC eUpdate - March/April 2014
- i) PenEmployers Pension Bulletin 28 - LGPS 2014 - Forms, Booklets and Processes
- j) Becky Hutson Information on the Care and Repair Service
- k) Tim Cantwell Funding Fair 2014
- L) Creaton Playing Field Association – Car Boot Sale Dates 2014:-
7th September
25th May
22nd June
20th July

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

- a) **The Bricklayers Arms** – The manager had indicated that he would like to become more involved in Parish affairs.

164.13 **DATE OF NEXT MEETING- Tuesday 3rd June 2014** – Annual Meeting of Parish Council

Signed.....
Chairman

Date:

Ordinary Meeting Dates for 2014 (held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)

Tuesday 1st July 2014

Tuesday 2nd September 2014

Tuesday 4th November 2014