

CREATON PARISH COUNCIL
Chairman: Councillor Stan Perrins

Clerk: Mrs L Compton
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Minutes of the Annual General Meeting of Creaton Parish Council

Held on **Tuesday 7th May 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 and Cllr White, Cllr Winter (8 – all present.)

In attendance: Lynne Compton (Parish Clerk and RFO)

Public Forum: There were no members of the public present.

1.13 ELECT A CHAIRMAN AND VICE-CHAIRMAN

There being no other nominations, Cllr Thomas proposed Stan Perrins as Chairman and Richard Hollingum as Vice-Chairman, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council. **Noted: Cllr Perrins indicated that this would be his last year as Chairman.**

2.13 RECEIVE CHANGES TO REGISTRABLE INTERESTS - In view of the new Code of Conduct, all Councillors completed the revised registrable interest forms and submitted them to the Clerk.

3.13 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS

- a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities. – After some discussion, the following were proposed by Cllr Hollingum, seconded by Cllr Perrins and resolved to be approved by Parish Council:-
1. New Planning Executive Committee - delegating the power of responding to Planning Applications to a Planning Executive Committee (previously Planning Advisory Group)
 2. New Strategy Group - set up to establish the Parish Council's objectives for the next 5 years and review Committee/Advisory Group terms of reference (with a view to perhaps deferring more responsibility for tasks in turn reduce prolonged discussions in full council meetings) in order to allocate the Parish Council's resources more effectively.
 3. New Resources and Staffing Group - There was a detailed report tabled on Creaton Parish Council as an employer, Cllr Hollingum proposed the advice and guidelines should be approved and incorporated in Parish Council policy
 4. Neighbourhood Plan Steering Group - the work of the Neighbourhood Steering Group would continue, meeting as necessary and involving the Parish Clerk as needed.
- b) **Review of the terms of references for committees/steering/advisory groups.** – After some discussion, Cllr Perrins proposed the following, this was voted on, and unanimously resolved to be approved by Parish Council:-

NP Steering Group – to make recommendations to the Parish Council Council in relation to producing a Neighbourhood Plan (unchanged) – 8 members

Natural Creaton – To make recommendations to the Parish Council in relation to encouraging Biodiveristy in Creaton. (un-changed) – 4 members

Planning Advisory Group – to be dissolved and a Planning Executive Committee formed having delegated powers.

- c) **Receipt of nominations to existing committees/steering/advisory groups – The following nominations were received:-**

Neighbourhood Plan Steering Group – Cllrs White, Hollingum, Perrins, Winter, Aveyard, Linda Toombs and Simon Robinson.

Natural Creaton – John Harper, Katie Masters, Cllr Perrins and Cllr Hollingum

There was some discussion on whether Natural Creaton should be an organisation separate from the Parish Council. Cllr White pointed out that the group had formulated initially under the auspices of the Parish Council because the group had no constitution, bank account or separate insurance.

Action: Cllr White to check current arrangements and report back to Parish Council.

d) **Appointment of any new committees/steering/advisory groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.**

Cllr Perrins proposed the establishment of a Planning Executive Committee, Resources and Staffing Group and Strategy Group, seconded by Cllr Hollingum and unanimously resolved to be approved by Parish Council.

The following terms of reference and members were proposed by Cllr Perrins, seconded by Cllr Hollingum and resolved to be approved by Parish Council:-

Planning Executive Committee

The Chairman of the Planning Executive Committee will be appointed at the Annual General Meeting each year.

The Committee reports to the Full Council.

The Committee shall meet as necessary and promptly report any decisions to the Clerk for communication to District Council and applicants.

Four appointed Parish Councillors will be members of the Planning Committee. Members of the public are welcome to attend and participate in the meeting, but have no voting rights.

The Committee shall be responsible (delegated powers) to the Parish Council for:-

- Responding to Planning Applications and Licensing Applications.
- Responding to Appeals
- Responding to Consultation Documents involving planning

The following councillors to be members:- Cllr Perrins, Cllr Watt, Cllr White, Cllr Titman

Strategy Group –to formulate and advise Parish Council on its aims, objectives and strategy/resources for achieving eg reviewing policies. The Group has no delegated powers. Meeting as necessary and Reporting back to Parish Council within 12 months. – 4 core members with all Parish Councillors welcome to attend. The following councillors to be members:- Cllrs Perrins, Hollingum, Aveyard and Watt

Resources and Staffing Group – To advise Parish Council with respect to all financial and staffing matters. Meeting as necessary, working with Strategy Group when appropriate and reporting directly to Parish Council. The group has no delegated powers. 4 Core Members. The following councillors to be members:- Cllr Perrins, Cllr Watt, Cllr Hollingum and Cllr Aveyard.

Action: Clerk to update details on current list and publicise.

- 4.13 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES** eg Village Organisations, District Council, Neighbourhood Watch **AND ARRANGEMENTS FOR REPORTING BACK**
After some discussion, Parish Council resolved that the current arrangements, which involved Cllrs representing and feeding back to Parish Council the needs of the village organisations were adequate. The following representatives were happy to continue:-

Parochial Church Council – Cllr Hollingum

Creton Playing Field Association – Cllr Reg Thomas

Village Hall – Cllr Michelle Aveyard

Neighbourhood Watch – none running at present.

Parish and Town Councils Meeting – Chairman to attend when possible or nominated Councillor – reporting back to Parish Council

Parish Council further resolved that the Clerk should continue to be the liaison with District and County Council reporting back to Parish Council as necessary.

- 5.13 **WARDENS/REPRESENTATIVES** - To review, accept new nominations and appoint. The following were appointed:-

Footpath Wardens – Cllr Hollingum and Cllr Titman

Tree Warden – Mr Graham Titman

Burials – Burials Clerk – Lynne Compton with assistance from Cllr Hollingum (2 persons required to check and mark out graves)

Website – Updating – Lynne Compton, Clerk, Technical assistance – Cllr Hollingum

Streetlighting, Litter and Dog Bins, Young Peoples facilities – making recommendations to Parish Council – Cllr Reg Thomas

Highways Issues – making recommendations to Parish Council and reporting of any problems to the Clerk– Cllr Titman

Business Liaison – representing local businesses and making recommendations to Parish Council - Cllr Winter.

Action: Clerk to contact District Council to find out if they were still running the tree warden

scheme as Mr Titman had not received anything for some time. Clerk to obtain the village maps from Mr and Mrs Southwell (previous footpath wardens)

6.13 REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES.

There were none – Clerk to remove from Standing Orders.

7.13 STANDING ORDERS AND FINANCIAL REGULATIONS - To review and adopt

After advice from the Clerk and some discussion, Cllr Perrins proposed the following amendments:-

1. Meetings, Point 1, sub-section J – remove “and stand when speaking (except when a person has a disability or is likely to suffer discomfort. The Chairman may at any time permit an individual to be seated when speaking”.
2. Meetings Point 1, sub-section z – amend maximum length of meetings without a break from 2 to 2.5 hours.
3. Ordinary Meetings Point 2 subsection K, 6. Remove “**REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES.**”
4. Power of Well-being Point 25 – remove as has been replaced with the General Power of Competence which the Council is not yet eligible for.

The amendments were seconded by Cllr Hollingum and unanimously resolved to be approved by Parish Council.

8.13 INVENTORY OF LAND AND ASSETS (including buildings and office equipment) - To review and adopt. After review, this was proposed by Cllr Watt, seconded by Cllr Perrins and resolved to be approved by Parish Council.

9.13 INSURANCE COVER - To review and confirm arrangements for insurance cover in respect of all insured risks – The current insurers AON had quoted a reduced premium of £739.68 for the existing cover which was deemed to be adequate. The additional play equipment purchased for the village would be maintained by Creaton Playing Field Association and therefore not necessary to add to the insurance schedule.

10.13 MEMBERSHIP OF OTHER BODIES (by Council and/or employees) - To review

The RFO provided the following report and recommended continuation with the subscriptions:-

Payee	Details	Approx Cost	Brief Summary of Services
NCALC	Subs	£145.00	Clerk and Councillor Support, Legal advice, Courses
NCALC	Internal Audit Service	£134.14	Internal Audit and reports
SLCC	Subs	£48.60	Clerk training, support, networking
ACRE	Subs	£34.00	Village Support, statistics, Courses
ICO	Information Commissioners Subs under Data Protection Act	£35.00	Compliance with Data Protection Act

Cllr Perrins proposed continuation with the subscriptions as listed, seconded by Cllr Hollingum and resolved to be approved by Parish Council. Cllrs asked if they were allowed access to the NALC /SSLC information. **Action: Clerk to ascertain if the NALC/SSLC login details were for the Clerk or for Parish Council as a whole.**

11.13 COMPLAINTS PROCEDURE - To review

After discussion, Cllr Perrins proposed adoption of the complaints procedure, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

12.13 FREEDOM OF INFORMATION - To review procedures for handling a request made under the Freedom of Information Act 2000 and the Data Protection Act 1998

After discussion, Cllr Perrins proposed re-adoption of the Freedom of Information procedures, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

13.13 CONFIRM GOVERNING INSTRUMENTS TO BE ADHERED TO and review where necessary

Cllr Perrins proposed adoption of the Governing instruments which had been reviewed and updated where necessary and circulated to Parish Council, seconded by Cllr Hollingum and resolved to be approved by Parish Council

- a) Code of Conduct (DDC) – reviewed July 2012
- b) Freedom of Information (reviewed 2012)
- c) Risk Assessment (reviewed April 2012)
- d) Burial Regulations and fees (reviewed April 2012)
- e) Financial Management Risk Assessment policy plus review of Effectiveness of Audit (reviewed and updated April 2013)
- f) Archive Policy (reviewed April 2012)
- g) Noticeboard and Website Terms and conditions (reviewed April 2012)
- h) Model Equal Opportunities Policy (May 2012)
- i) Grant Awarding Policy (reviewed 2012)
- j) Communication Guidelines – New 2013

14.13

ESTABLISH COUNCIL'S POLICY FOR DEALING WITH PRESS/MEDIA

Parish Council resolved that the Clerk should be the first point of call for the press/media and that the press/media could only be informed of items discussed and minuted at Parish Council meetings. Parish Council further resolved that the new Strategy Group should look at other Council's press/media policies and adapt for Creaton. **Action: Strategy Group**

DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR AHEAD TO review and adopt

Cllr Perrins proposed adoption of the ordinary council meetings to May 2014 and the Annual Parish Meeting, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

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

- 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
- 4th February 2014
- 4th March 2014
- 1st April 2014
- 6th May 2014 - AGM
- 13th May 2014 - APM

15.13

DECLARATIONS OF INTEREST in respect of relevant items of business on the agenda

There were none.

16.13

RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING dated Monday 15th April 2013

Cllr Perrins proposed deferral of this item to the May meeting (due to the Clerk having insufficient time to complete as a result of annual leave), seconded by Cllr Hollingum and resolved to be approved by Parish Council.

17.13

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

- a) **Annual Parish Meeting (203.12)** – Cllr Thomas handed out a “headline” grabbing poster advertising the Annual Parish Meeting for the Playing Field Association who wanted as many residents as possible to attend to discuss the Playing Field surface (which was in need of thousands of pounds of repair). Cllr Aveyard kindly agreed to print off, laminate and post around the village. **Action: Cllr Thomas to email poster to Cllr Aveyard**
- b) **Village Link** – Cllr Hollingum proposed that a revised list of Parish Council members should go in this edition (as the Clerk did not have enough time to write “Clerk’s Clips”). **Action: Clerk to update Parish Council list and submit to Mr McEwan as soon as possible.**
- c) **Streetlighting (199.12b)** – Cllr Thomas reported that Balfour Beattie had submitted a very competitive quote for renewal of Streetlighting but on a slightly different specification. Action: Cllrs Watt and Thomas to meet with Balfour Beattie and report back to Parish Council as soon as possible
- d) **Subsidence of graves (200.12)** – It was reported that Cllrs Hollingum and the Clerk had met with a gravedigger (Mr Quinney) on site to look at the situation. Mr Quinney had made the following recommendations:-

- 1. Put an additional gate entrance off the Welford Road for easier access to the Cemetery
- 2. Burial regulations need to be revised as some have been dug too close plus as people are getting larger/taller, size of graves needed to be increased.
- 3. Stones would need to be removed prior to remedial work.
- 4. Reviewing the burial fees as other parishes charge a lot more.

Actions: Cllr Hollingum to check the current Diocesan fees (who the Parish Council have their fees in line with) and report back.

Clerk to await quotes and write to families informing them of intention to do works.

18.13

FINANCE

- a) **Resolution to approve payment of outstanding accounts**

Cllr Watt proposed approval of payment, seconded by Cllr Hollingum and resolved to be approved by Parish Council.

Date	Details		Chq No	Amount	Account
07/05/13	D F SNAPES	Wildflowers for new biodiversity area	442	£200.00	Parish Property
07/05/13	ALAN WOOD	Repairs to bench on Village Green and Welford Road bus Stop	443	£220.00	Parish Property
07/05/13	AON	Parish Council Insurance	444	£739.68	Parish Property
TOTAL				£1159.68	

Cllr Hollingum proposed that due to the outsourcing of Payroll functions not yet having been sorted out, that the Clerk should complete the payroll tasks and the wage slip in between meetings (for approval at the June meeting), seconded by Cllr Perrins and resolved to be approved by Parish Council. **Action: Clerk**

- b) **Grant Applications 2012/13 (if any) – to discuss**

- 1. Grant Applications - There were none.

2. Daventry Community Fund - Cllr Aveyard informed the Parish Council that Daventry Leisure had a community fund which provided grants towards community events with activities. Cllr Aveyard suggested that it might be an idea to put on a village fun day. **Action: Cllr Aveyard to provide further details.**
3. Beynon Trust – Cllrs were concerned that the details of the grants from this trust were not widely available. Parish Council resolved that the trustees should be asked if they could advertise the details, perhaps in the next newsletter/on the website. **Action: Clerk to contact trustees**

c) Annual Return 2012/13

Cllr Hollingum proposed approval of the following, seconded by Cllr Perrins and unanimously resolved to be approved by Parish Council

- 1) Resolution to approve End of Year Accounts, Annual Return and explanation of variances (if any) –
- 2) Resolution to approve Annual Governance Statement – Cllr Perrins read out the statements which were unanimously agreed by Parish Council,

d) Clerk’s Contract – to review and make recommendations in respect of pay increase to next spinal column point

There had been a full review of the Clerk’s role plus an appraisal. A report had been circulated prior to the meeting. Cllr Hollingum proposed the following recommendations:-

1. The Council nominates a member to represent the full Council as employer of the Parish Clerk.
2. Clerks Contract and Conditions of Service – Cllr Hollingum
 - 2.1 Section 13 amended from 6 hours to 8 hours (should have been changed when hours originally changed)
 - 2.2 Add to the contract of employment as appendices a clarification of the payment for Additional Hours (Section 13 and clarification of Holiday Entitlement.
 - 2.3 PAYE function to be outsourced
 - 2.4 Mileage and other expenses to be declared to the Council in detail and signed off by the Council’s representative prior to payment.
3. The Parish Council charges two members to investigate methods of meeting with representatives of other local Parish Council to discuss items of common parish interest. – Cllr Hollingum and Cllr Aveyard.
4. The Clerk should receive the annual increment to the next spinal column point.
5. A file to be compiled with all details pertaining to employment of the Clerk.
6. Hours of availability for answering of emails/phonecalls to be nominated in order for the Clerk to manage time more effectively. Tues/Weds 10-12 where possible.

The proposals were seconded by Cllr Perrins and unanimously resolved to be approved by Parish Council. Parish Council further resolved that out-sourcing of the pension returns should be looked into. **Action: Cllr Hollingum to provide a full report when the detail had been completed and discuss with District Cllr Wiig the possibility of procurement.**

e) Outsourcing of Payroll functions – to discuss and make resolution – see 18.13, d) 2.3

19.13 UPDATE ON PLANNING APPLICATIONS (if any)

There were none.

20.13 PLANNING APPLICATIONS RECEIVED To consider (if any)

There were none.

21.13 PLANNING DECISION NOTICES To report (if any)

There were none.

22.13 CORRESPONDENCE RECEIVED (not already on the agenda)

To review and agree action where necessary

- a) DDC Parish and Town Councils meeting - Wednesday 19 June 2013, 6.30pm in the Council Chamber, Daventry District Council offices. – request for agenda items and notification of who attending to represent the Parish Council – Cllr Aveyard kindly agreed to attend.**

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

- a) Council van driving over the grass on the Village Green – Action: Cllr Aveyard to forward the Clerk photos in order for it to be reported.**
- b) Resident slipped on High Street – Action: Parish Council to monitor the footpath surface for deterioration.**
- c) Apologies for future meetings – These were received from Cllr Watt for the July meeting and Cllr Perrins for the September meeting.**

Meeting Closed 10.10 pm

Chairman’s Signature:.....

Date:.....