

**CREATON PARISH COUNCIL**  
Chairman: Councillor Stanley Perrins

Clerk: Mrs L Compton  
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Northants NN6 9XF

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**Minutes of a Meeting of Creaton Parish Council**

Held on **MONDAY 15<sup>TH</sup> April 2013** in the Pine Room, Highgate House at **7.30 pm**

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

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

**190.12 PUBLIC FORUM 15 mins**

Members of the press and public are welcome to attend  
There were no members of the public present.

**191.12 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE**

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

**192.12 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING** held on Tues 5<sup>th</sup> March 2013

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

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

There were none.

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

**a) Creaton Annual Village Spring Clean – to receive a report**

Cllr Hollingum reported that 11 adults and 5 children had participated in this event. Unfortunately it had poured with rain. Approximately 10 bags of rubbish had been collected. There were some heavy items in the ditch on Brixworth Road (the responsibility of Cottesbroke Estates) which could not be collected.  
**Actions: Clerk to contact Cottesbroke Estates and ask for them to organise removal of debris in ditch, Cllr Hollingum to send report and photos into CPRE**

**b) Dog Fouling** – Cllr Aveyard reported that some Councils used a system of “red-flagging” where fouling had taken place – to indicate a hazard. **Action: Clerk to discuss with DDC and bring forward for June meeting.**

**c) Housing Needs Survey** – It was reported that the revised copy of this (with the error removed) had still not been received nor had the locations of the current affordable housing. **Action: Clerk to follow up with DDC**

**195.12 FINANCE**

**a) Bank Balances as at 31<sup>st</sup> March 2013 – to receive and approve.**

Cllr Watt proposed approval of the bank balances, seconded by Cllr Hollingum and resolved to be approved by Parish Council

Community A/C	£200.00
Reserve A/C	£13,535.89
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**£13,735.89**

**b) Parish Council Resolution to approve payment of outstanding accounts**

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

Date	Details		Chq No	Amount	Account
15/04/13	Lynne Compton	Salary to 31 <sup>st</sup> March (304.95) Office (£20) Mileage (£27)	437	£351.95	Salary/Mileage/Office
15/04/13	NCC LGPS	Clerk Pension (PC contribution £82.59, Clerk contribution £25.20)	438	£107.79	Salary
15/04/13	VILLAGE LINK	Donation towards Newsletter	439	£50	Newsletter
15/04/13	EON	Electricity (includes payment of 2 old invoices which had been disputed and now clarified)	440	£945.27	Subs
15/04/13	NORTHANTS COUNTY ASSOC OF LOCAL COUNCILS (NCALC)	Subs and Internal Audit Service	441	£288.26	Subs and Audit
		<b>TOTAL</b>		<b>£1743.27</b>	

**c) Income received – to report – there was none.**

- d) **Audit Plan** – to discuss and approve – Cllr Hollingum thanked the Clerk for all her work on the Annual Return so far but proposed that in view of the amount of business to transact that this item should be deferred to an advisory group meeting for recommendation to the Annual Meeting of Parish Council on the 7<sup>th</sup> of May, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council
- e) **Parish Council resolution to approve receipts and payments to 31<sup>st</sup> March 2013** – Cllr Watt proposed approval, seconded by Cllr Perrins and resolved to be approved by Parish Council.
- f) **Draft Annual Return** – to review and approve - Cllr Hollingum thanked the Clerk for all her work on the Annual Return so far but proposed that in view of the amount of business to transact that this item should be deferred to an advisory group meeting for recommendation to the Annual Meeting of Parish Council on the 7<sup>th</sup> of May, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council.

196.12 **UPDATE ON PLANNING APPLICATIONS (if any)**

- a) **Broomhill (Spratton)** – The Clerk reported that this had been approved by DDC Planning Committee by a vote of 7 to 5.
- b) **Mabbutts Timber Yard** – It was reported that there had been no update on this as yet. **Action: Clerk to follow up.**

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

**Application No: DA/2013/0206**

**Description: Single storey front extension**

**Location: Greenbank, High Street, Creaton, Northamptonshire, NN6 8NA**

**Respond by: 26 April 2013**

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

After some discussion, Cllr Hollingum proposed “no observations”, seconded by Cllr Perrins and resolved to be approved by Parish Council.

198.12 **PLANNING DECISION NOTICES To report (if any)**

There were none.

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

- a) **Update (if any)**
  - i) **Speedwatch** – It was reported that only 5 people had responded to the flyer asking for support for the scheme. It was further reported that there had been a continued Police presence in the village. After some discussion, Parish Council resolved that feedback from the numbers of vehicles caught speeding on the Brixworth and Welford Roads and that another speeding survey should be requested (to be compared to the previous one. **Action: Clerk to contact Police to request.**
  - ii) **Parish Enhancement Gangs** – there had been no work undertaken as yet. **Action: Clerk to follow up**
  - iii) **Churchyard Mowing** – There had been some concerns over the work undertaken by the current contractors. After some discussion, Parish Council resolved that the current contract should be checked and reviewed if necessary. **Action: Clerk**
  - iv) **Sign on Brixworth Road** – After some discussion, Parish Council resolved the following:-
    1. Write to all local businesses asking for donation towards a sign – **Clerk to draft**
    2. Investigate funding – **Cllr Aveyard**
    3. Research dimensions approved by NCC for signage – **Clerk**
    4. **Contact Moulton College for Village signs to act as traffic Calming and reinforce speed limit – Cllr Aveyard**

b) **Streetlighting – 2<sup>nd</sup> Phase**

To receive quotations and discuss

Cllr Thomas reported that he had so far received 2 quotations:- EON - £1455 and Forde and McHugh - £1419. Balfour Beattie (the PFI partners with NCC) appeared to have alternative solutions. After some discussion, Parish Council resolved that further research was necessary. **Action: Cllr Thomas**

200.12 **CREATON CEMETERY/CHURCHYARD**

a) **Burial/Memorial Requests (if any)**

Although there had been no burial or memorial requests (in the Clerk’s absence), unfortunately there was an issue with the graves sinking and tilting of the stones. The Burials Clerk confirmed that the families would need to be written to prior to any action being taken. After some discussion, Parish Council resolve the following:-**Action: Cllr Hollingum and Clerk to meet Mr Quinney (gravedigger) to gain advice on action. Clerk to seek quotations for work once specification obtained.**

201.12 **GUIDELINES FOR EMAIL CORRESPONDENCE (deferred from Feb meeting)**

To discuss

After some discussion and the acknowledgment that some Councillors who were not on email felt out of the “loop”. Parish Council resolved that 2 councillors should be the email link (for those not on email), and print off emails as soon as possible to pass to those not on email, thus saving the Parish Council resources ie Clerk’s time and mileage. Cllrs Hollingum and Aveyard very kindly volunteered for this role. Parish Council welcomed the new guidelines and thanked Cllr Hollingum for drafting. Several suggestions were made for amendments. **Action: Cllr Hollingum to amend and bring forward for approval at the May meeting**

- 202.12 **ANNUAL MEETING OF PARISH COUNCIL Tuesday 7th May 2013** To discuss agenda  
The Clerk had circulated last year's agenda for information. After some discussion, Parish Council resolved that the meeting should just consist of the Annual business followed by an Extraordinary Meeting of Parish Council (if necessary) to discuss finances, planning and any other urgent matters.  
**Action: Clerk to organise**
- 203.12 **ANNUAL PARISH MEETING (Not a Parish Council meeting) Tuesday 14th May 2013**  
**To discuss arrangements and agenda**  
After some discussion, Parish Council resolved that the following items should be included on the agenda (in addition to village organisation reports and receipt of accounts):-
1. Update on Neighbourhood planning
  2. Report from County Councillor
  3. Report from Great Creaton Primary School
  4. PCSO – invited to give report
  5. Dog Fouling – **Action:-Clerk to invite DDC Environmental Officer to report and do a question and answer session.**
  6. Highways issues – **Action: Clerk to invite NCC Highways Officer to report and do a question and answer session.**
  7. Village Organisations – **Action: Clerk to invite to do reports and charities to submit accounts**
- 204.12 **CORRESPONDENCE RECEIVED (not already on the agenda)**  
To review and agree action where necessary
- a) **Letter from landowner asking for update on the Neighbourhood Plan** – Parish Council resolved that a letter should be sent along the lines:- *“Both sites are still under consideration as part of the Neighbourhood/Local Plan process but if you are considering putting your land for sale on the open market, this process does not preclude you from bringing forward a development proposal.”* Thus far we haven't been in a position to advertise any private owned land during the process. **Action: Clerk to draft for approval by Vice-Chair**
  - b) **Kirkwells (Neighbourhood Planning Consultants – appointed by Daventry District Council)** – Parish Council resolved to respond that a Neighbourhood Plan was being considered but that Creaton Parish Council were not yet in a position to appoint consultants. **Action: Clerk to draft letter for approval by Vice-Chair**
  - c) **Northamptonshire County Association of Local Councils (NCALC)** – reminder of end of year accounts procedures. **Action: RFO**
  - d) **Resident letter regarding parking on the Village Green** – After some discussion, Parish Council resolved to respond along the following lines *“At the site meeting held with NCC Highways, they saw no reason why a car could not park in the area in question. After much debate, the Parish Council agreed.”* The resident should also be sent a copy of the minutes in which the decision was made. Parish Council further resolved that a copy of the letter should be sent to interested parties. **Action: Clerk to draft for approval by Chair and Vice-Chair**
  - e) **Bus Shelters** – NCC were compiling a comprehensive list on who owned bus shelters in the county. Creaton's is listed as *“Brick built shelter on A5199 (adjacent to Bricklayers Arms Public House)”*. **Action: Clerk to email confirmation that this is correct.**
  - f) **Highgate House** – Notification had been received that Highgate House had won 4 very prestigious awards. Parish Council congratulated them on their achievements.
- 205.12 **GENERAL CORRESPONDENCE RECEIVED (For information – Members file for circulation)**
- 206.12 **URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**  
There were none.
- 207.12 **DATE OF NEXT MEETING** – Tues 7<sup>th</sup> May 2013 – Annual Meeting of Parish Council
- Meeting Dates for 2013 (held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)**  
Tues 14<sup>th</sup> May 2013 – Annual Parish meeting (not a Parish Council meeting)  
Tues 4<sup>th</sup> June 2013  
Tues 2<sup>nd</sup> July 2013  
August – No meeting  
Tues 3<sup>rd</sup> September 2013  
Tues 1<sup>st</sup> October 2013  
Tues 5<sup>th</sup> November 2013  
Tues 3<sup>rd</sup> December 2013

**Meeting Closed 10.20 am**

Chairman's Signature:.....

Date:.....