

CREATON PARISH COUNCIL
Chairman: Councillor Stan Perrins

Clerk: Mrs L Compton
12 Olde Forde Close
Brixworth
Northants NN6 9XF

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Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 5th November 2013** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllr Perrins (Chairman), Cllr Richard Hollingum (Vice-Chair), Cllr Michelle Aveyard, Cllr Reg Thomas, Cllr David Watt, Cllr Geoff White, Cllr Sylvia Winter

In attendance: Lynne Compton, Clerk and RFO

76.13 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend

There were 4 members of the public present including, District Councillors Ian Barratt, Stephen Pointer and Liz Wiig.

77.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

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

78.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tues 3rd Sept 2013

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

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

Cllr Hollingum declared a personal interest in Item 85.13 Planning Applications – DA/2013/0852

80.13 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

- a) **Autumn Village Tidy Up (72.13)** – It was reported that only one person (Cllr Reg Thomas) attended this (with the CPC Chairman). It was suggested that this could have been because it was the start of half term and people might have been away. There had also been reports of very bad weather on the way (which hadn't materialised). *Action: Parish Council to check future dates for Village Tidy ups against other events/half terms etc.*
- b) **Empowering Councils and Communities** – It was reported that the Parish Council application on behalf of Creaton Primary School PTA had been successful and a cheque for £800 was received (in the name of Creaton Parish Council) and immediately re-issued to Creaton Primary School PTA.
- c) **NCALC AGM – Clerk Report (previously circulated)** – Parish Council reviewed the report and after some discussion, Parish Council resolved that Councillors Aveyard and Hollingum would discuss the findings in more detail with the Clerk before making any recommendations to Parish Council.
- d) **Grave Plot (57.13 c)** – The Clerk had been unable to find any reference to the plot. *Action: Clerk to double-check books before responding*
- e) **Parish Clock (62.13g)** – Cllr Hollingum reported that the Clock was back in and chiming after the original piece that had broken was repaired for less than replacement of the piece. Friends of Hollowell Steam had kindly donated the funds to repair the Clock.
- f) **Internment of Ashes (L Penn)** – The Clerk reported that the ex-resident had been sent the burial fees and regulations but that it did not appear that a funeral director had been employed. *Action: Clerk to contact family and clarify*

81.13 FINANCE

- a) **Bank Balances as at 30th September (previously circulated)** – Parish Council resolution to approve the following:- :-

£522.00	Business Reserve
£23,196.52	Current Account
£23,718.52	TOTAL

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

b) 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	PAYEE	DETAILS	CHEQUE NO.	AMOUNT	ACCOUNT /NOTES	POWER TO PAY
26/09/2013	NCALC	Finance for RFO's and Clerks	472	£19.67	Training	LGA 1972 s112
26/09/2013	CREATON PRIMARY SCHOOL PTA	Grant towards essential maintenance	473	£800.00	Contra (Receipt received)	County Councillors Empowerment Fund
03/10/2013	LYNNE COMPTON	Sept Salary and use of office	474	£356.23	Salaries/Office	LGA 1972 s112
03/10/2013	HMRC ONLY	PAYE TAX to 05/10/2013	475	£177.00	Salaries	LGA 1972 s112
03/10/2013	AUTELA LTD	Payroll services	476	£31.50	Office	LGA 1972 s112
03/10/2013	NCC LGPS	Pension	477	£120.67	Salaries	LGA 1972 s112
03/10/2013	CREATON PLAYING FIELD ASSOC	2013 Grant	478	£1,800.00	Donations	Open Spaces Act 1906 s9
03/10/2013	BDO	2013 External Audit Fees	479	£120.00	Audit	LGA 1972 s112
03/10/2013	MAYMOOR LANDSCAPES	Mowing of the Village Green	480	£193.34	Parish Property	Open Spaces Act 1906 s9
03/10/2013	HMRC ONLY	Fee Annual Return	481	£100.00	Other Payments	LGA 1972 s112
03/10/2013	CALICO UK	Domain Name for website	482	£18.00	Office	
28/10/2013	LYNNE COMPTON	Salary	483	£340.17	Salaries/Office	LGA 1972 s112
28/10/2013	LYNNE COMPTON	Expenses (Mileage £43.02, Office (£3.22))	484	£46.24	Mileage/Office	LGA 1972 s112
28/10/2013	NCC LGPS	Pension	485	£116.20	Salaries	LGA 1972 s112
28/10/2013	EON	Street lighting Elec	486	£251.13	Street lighting	PCA 1957 s3
05/11/2013	VILLAGE LINK	Donation towards newsletter	487	£50.00	Newsletter	LGA 1972 s142
		TOTAL		£4,540.15		NOTES

c) Income to report

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

RECEIPTS					
26/09/2013	NCC	CC Empowerment Fund	34	£800.00	Contra see Chq 473
29/10/2013	Co-op Funeral Care	Burial Fees - BM Manning	35	£272.00	Cemeteries
29/10/2013	White and Joyce	Winwright Memorial & Inscription	36	£50.00	Cemeteries
03/10/2013	Penn LR & SE	Burial Fees - L Penn	Auto	£300.00	Cemeteries
05/11/2013	J Stamp & Sons	Inscription R Hopewell		£25.00	
		TOTAL		£1,447.00	

d) BDO External Audit – to discuss issues arising and make resolution

The following issues had been raised in the issues arising report :-

- Fidelity Guarantee – insufficient in the light of the bank balances held at 31 March 2013 and the amount of precept subsequently received in April 2013.
- Council incorrectly stated “No” to Trust Funds and should have said Not Applicable

After some discussion, Parish Council resolved that no action was necessary as the Fidelity Guarantee was £250,000 and had correctly stated that it was not sole trustee to any charities but would respond N/A (rather than “No” to future Annual Returns. Cllr Watt proposed adoption of the BDO Issues arising report, seconded

by Cllr Watt and resolved to be approved by Parish Council.

e) **Bank Reconciliation, Receipts and Payments plus budgetary report to 30th September 2013 (previously circulated)**

Cllr Watt proposed adoption of the accounts and budgetary report, seconded by Cllr Hollingum and resolved to be approved by Parish Council

f) **Grant Applications – to discuss and make resolution**

1. **Creaton Playing Field Association - £2000 towards insurance and maintenance of Creaton Playing Field** – Representatives from Creaton Playing Field Association reported that after being told that the bark surfacing was in-adequate, The Royal Society for Prevention of Accidents (RoSPA) Inspector had not commented on it. After some discussion, Cllr Hollingum proposed a grant of £1,800 for Creaton PFA, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council.
2. **Ducklings Pre-School Playgroup - £1,000 towards ICT equipment** – Representatives from Ducklings Pre-School Playgroup outlined the accounts and how the Playgroup had progressed. Although unfortunately at present there were few Creaton children attending (possibly due to the Pre-School not being open working hours). After some discussion, Cllr Hollingum proposed £500 grant in 2013/14 and £500 in 2015 towards the necessary ICT equipment, seconded by Cllr Aveyard, voted on and unanimously resolved to be approved by Parish Council.

g) **Future Projects – to discuss suggestions and funding**

1. **Creaton Village Identification – to receive quotes** – Cllr Aveyard reported that the quotes could not be sought until the specification had been agreed. Maidwell and Clipston had been identified as the sort of signage that would be suitable for Creaton and Cllr Aveyard had emailed to find out who had provided the signage. Moulton College were happy to do the work if chosen. After further discussion, Cllr Hollingum proposed deferring this item until the quotes had been received.
2. **Parish Council Christmas Tree** – Parish Council unanimously agreed that this was an excellent idea (originally suggested at last year's Christmas Community Event by several residents). There followed some discussion about lighting for the Tree which might be difficult and expensive if electricity was needed. The Clerk suggested solar lights but Council were not sure if these would be fit for purpose. A quote for a 14-15 ft Christmas Tree was £95. After further discussion and lack of lighting solution, Cllr Hollingum proposed deferring this item to 2014 in time for Christmas 2014 and the Clerk to contact NCalc and SSLC members to see if anyone else had experience in this matter, seconded by Cllr Perrins and resolved to be deferred by Parish Council. **Action: Clerk to contact NCalc and SSLC plus bring forward for January 2014.**
3. **Community Event** – after some discussion, Cllr Perrins resolved bringing forward for discussion in January 2014, seconded by Cllr Hollingum and resolved to be approved by Parish Council.
4. **Alternative Entrance for Cemetery. Quotations have been received as follows:-**

Remove fence and hedge to form an opening six foot wide, remove diseased tree. Supply and fit two three foot gates and posts. Cost £725.00.

Remove fence and hedge to form an opening six foot wide, remove diseased tree. Supply and fit 3 wooden, draw rails. Cost £385.00.

After some discussion, Cllr Hollingum proposed fitting the wooden draw rails at a cost of £385, seconded by Cllr Thomas and resolved to be approved by Parish Council. **Action: Clerk to confirm acceptance of quotation**

5. **Any further suggestions**

- i) **Knicknacks and the area around the School** – Parish Council agreed that this was a problem area and was not an aesthetically pleasing entrance to the village. After some discussion, Cllr White offered to contact Western Power to discuss and Parish Council agreed to organise a Village Action Day for Violet Lane in Spring 2014 to tidy up the area. **Action: Cllr White to organise**

h) **2014/15 Budget and Precept Demand – to discuss and make resolution - to be tabled**

Parish Council went through the draft budget in detail and after discussion, Cllr Hollingum proposed that the precept demand for 2014/15 should remain at £16,950 which represented a zero increase, this was seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council.

RFO Note: Although there will be no rise in the precept, the amount paid by parishioners will depend on the Council Tax Base (number of parishioners the precept is spread between). This figure is unlikely to be issued before January 2014. It was likely that Parishes would not receive the Council Tax grant received last year (to help alleviate changes to the Council Tax base).

82.13

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

a) **Streetlighting** to receive an update (Cllr Thomas)

Cllr Thomas reported that the Public Light in need of repair at the bottom of Horseshoe Close and the Jetty had no vehicular access and the new contractors were not allowed to use ladders. The barrier at the bottom of Horseshoe Close Footpath should be removable but appeared to be cemented in. **Action: Clerk to contact NCC Highways and ask them to do a site visit to see if the barrier could be removed to allow Balfour Beatty access to the light.**

- b) **Parish Path and Tree Warden Scheme**
 - 1. **Parish Path Warden Scheme** – It was reported that Cllr Hollingum has been inducted as Parish Path Warden and has undertaken to walk the small number of Creaton Footpaths on a 6 monthly basis and report any issues arising.
 - 2. **Tree Warden Scheme** – To receive an update – Cllr Titman was not present to update.
- c) **Speeding/Speedwatch** - To receive an update and discuss – Cllr Aveyard reported that the new Speedwatch scheme had started. Unfortunately there had been no uptake from volunteers. Speed signs were currently on loan and the Police monitor speeding on a regular basis.
- d) **Salt Bins – to discuss**
 - 1. **Checking in preparation for winter** – Cllr Aveyard had checked the majority of bins and they were all full. **Action: Cllr Aveyard to check the grit bin on Teeton Lane and report back to the Clerk.**
 - 2. **Any additional bins necessary** – It was not thought there were any additional bins necessary although the bin at the top of High Street had a broken lid. **Action: Clerk to report.**
- e) **Footpath CM12, Creaton Village Green – to discuss parking safety and response to letter from resident.**
Cllr Hollingum outlined the history behind the request and after lengthy discussion, Cllr Hollingum proposed that the NCC Conservation Officer and Highways should be contacted to confirm that the Parish Council wished to block CM12 footpath off for vehicular access by using wooden posts suitable for a rural environment in a conservation area (still allowing wheelchair/pushchair access) subject to being compliant with current DDC regulations, seconded by Cllr Watt and resolved to be approved by Parish Council. Action: Clerk to contact Highways and draft letter informing residents.

83.13

CEMETERY/CHURCH-YARD

- a) **Cemetery/Churchyard Waste disposal**
As per previous report (July minutes 46.13 c. iii – Rubbish left in Cemetery and 64.13 a))
To receive a report from Cllr Hollingum and discuss if necessary. Cllr Hollingum reported that the Church already had a large green bin which was emptied by DDC. After some discussion, Cllr Hollingum kindly offered to remove any rubbish from the Cemetery to the Church bin. Action: Parish Council to monitor the situation.
- b) **Contract for Greenworks (Cemetery & Churchyard)**
To receive draft specification for mowing and maintenance, discuss and make resolution prior to starting the tender process. Cllr Hollingum proposed adoption of the mowing specification subject to additions by the Clerk, seconded by Cllr Perrins and resolved to be approved by Parish Council. Action: Clerk to review, make additions and start the tender process.
- c) **Burials Memorials – to approve/Note**

Parish Council approved the following:-
 - 1. G Winwright – Memorial
 - 2. R Hopewell – additional inscription
 - 3. BM Manning – non-resident burial, re-opening of Plot 31 (W E Manning) – 24th October 2013.
 - 4. Resident request for information on pre-purchase of a double plot in Creaton Churchyard – the Clerk had sent the burial regulations and fees but had not received an application in writing. **Action: Clerk to follow up.**

- d) **Re-drawing of Cemetery Plots**

Cllr Hollingum would meet with the Clerk to discuss this early in the new year. Action: Clerk to bring forward to Jan 2014 agenda.

84.13

UPDATE ON PLANNING APPLICATIONS (if any)

- 1. **DA/2013/0066 - Mabbutts Timber Yard – DDC update** “The application was approved subject to securing a sect 106. Our solicitors are still going through the details of the sect 106 and so no decision notice has yet been issued.”

85.13

PLANNING APPLICATIONS RECEIVED To consider (if any)

Application No: DA/2013/0852

Description: Work to and removal of trees within a Conservation Area

Location: Chimneys, High Street, Creaton, Northamptonshire, NN6 8NA

Respond by: 25 November 2013

Case Officer; M Venton on 01327 302594 or email mventon@daventrydc.gov.uk.

Cllr Hollingum withdrew from the discussion. Cllr Perrins proposed “no observations”, seconded by Cllr Aveyard and resolved to be approved by Parish Council.

Application No: DA/2013/0853

Description: Work to trees within a Conservation Area

Location: 3, The Green, Creaton, Northamptonshire, NN6 8ND

Respond by: 25 November 2013

Case Officer: M Venton on 01327 302594 or email mventon@daventrydc.gov.uk.

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

Application No: DA/2013/0836

Description: Conversion of building to dwelling and construction of detached double garage

Location: Buildings At Litchfield Lane, Creaton, Northamptonshire

Respond by: 20 November 2013

Case Officer: K Thursfield on 01327 302576 or email kthursfield@daventrydc.gov.uk.

Cllr White proposed observations along the following lines, seconded by Cllr Hollingum and resolved to be approved by Parish Council:-

In response to your consultation on the above application we wish to make the following comments:-

1. The application makes uneconomic use of a 1 acre site by only providing one large dwelling which runs contrary to the Housing Needs Survey.
2. The site was identified by the PC as being one of two sites suitable for providing smaller family homes in accordance with the Housing Needs Survey
3. The embryonic Neighbourhood Plan recognises this site as being the preferred location to provide family homes following initial consultations within the Parish.
4. Use of this site for one large dwelling will require the use of less suitable sites to meet the village needs.
5. The under use of the site does not provide any contribution towards affordable housing within the Parish.

Can you also inform us of the CIL applied to this application and confirm percentage that will pass to the PC.

Action: Clerk to submit letter to DDC

Application No: DA/2013/0708

Description: Remove tree within a Conservation Area

Location: Creaton House 24, The Green, Creaton, Northamptonshire, NN6 8ND

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

Respond by: 10th October 2013

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

Cllr Perrins proposed "no observations", seconded by Cllr Hollingum and resolved to be approved by Parish Council.

Application No: DA/2013/0712

Description: Renewal of planning permission DA/2010/0647 for factory extension- Class B1 Light Industrial

Location: Fearing International Ltd, Creaton Road, Creaton, Northamptonshire, NN6 9BW

Case Officer: C Phillips on 01327 302579 or email cphillips@daventrydc.gov.uk.

Respond by: 11 October 2013

Cllr Perrins proposed "no observations", seconded by Cllr Hollingum and resolved to be approved by Parish Council.

Application No: DA/2013/0713

Description: Renewal of planning permission DA/2010/0648 for light industrial building

Location: Fearing International Ltd, Creaton Road, Creaton, Northamptonshire, NN6 9BW

Case Officer: C Phillips on 01327 302579 or email cphillips@daventrydc.gov.uk.

Respond by: 11 October 2013

Cllr Perrins proposed "no observations", seconded by Cllr Hollingum and resolved to be approved by Parish Council.

Application No: DA/2013/0674

Description: Single storey side extension

Location: Grooms House, Grooms Lane, Creaton, Northamptonshire, NN6 8NN

Case Officer: G Perks on 01327 302578 or email gperks@daventrydc.gov.uk.

Respond by: 26 September 2013

Cllr Perrins proposed "no observations", seconded by Cllr Hollingum and resolved to be approved by Parish Council.

86.13 PLANNING DECISION NOTICES To report

The following were noted:-

Application No: DA/2013/0674

Description: Single storey side extension

Location: Grooms House, Grooms Lane, Creaton, Northamptonshire, NN6 8NN

Case Officer: G Perks on 01327 302578 or email gperks@daventrydc.gov.uk.

Respond by: 26 September 2013

Parish Council Response: No observations

DDC Planning Permission Granted 22nd October 2013

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.

Parish Council Response: No observations

DDC Planning Permission Granted 26th September 2013

87.13 NEIGHBOURHOOD PLANNING

1. **8th Neighbourhood Plan Steering Group Meeting held on 10th October 2013 – to receive notes and discuss recommendations.** After some discussion, Parish Council resolved that the Clerk should contact the land owners who had been identified as having suitable land to a meeting. **Action: Clerk to contact landowners**

2. Further update – to discuss – there was nothing further to discuss.

88.13

CORRESPONDENCE RECEIVED (not already on the agenda) To review and agree action where necessary
The following were discussed, noted and action agreed where necessary (BOLD, Italics)

- a) **NCALC** **Training**
- b) **Boughton House** Event on 4th and 5th Nov
- c) **Tim chudley** **Highgate House request for votes**
- d) **NCALC** **Highway Warden Scheme – Clerk attended NCALC session on Sat 19th October (report previously circulated) – after some discussion, Cllr Perrins proposed that the Clerk should remain the Highway Warden, seconded by Cllr Hollingum and resolved to be approved by Parish Council. *Action: Clerk to inform Highways.***
- e) **DDC** Infrastructure and Developer Cont – Notice of Adoption
- f) **POLICE** **Community Panel Meeting**
- g) **NCALC** **New Model Standing Orders – Action: Clerk to bring forward for review in 2014**
- h) **Letter from Resident** In 1986 the Parish Council was given some saplings and asked around the village for planting sites. We were asked if we would like one outside our house and agreed. The silver birch has now grown too big and is blocking a lot of light and needs cutting back. – After some discussion, Parish Council resolved that the issue should be referred to NCC. *Action: Clerk to refer to NCC*
- i) **NCALC** **Update Aug/Sept**
- j) **POLICE** **Speedwatch – New Scheme starting**
- k) **POLICE** **August and Sept Crime updates**
- l) **NCC** **Streetdoctor campaign**
- m) **NCC Highways** **Structural maintenance 2013 – 2014 drainage-information note :-
Headwall reconstruction, badge lodge culvert, Creaton – Brixworth road – letters were sent to residents informing them of intended works.**
- n) **DDC** Notification of Parish Council Elections – 22nd May 2014
- o) **NCC LGPS** Pension Bulletin 25
- p) **NCC** Northamptonshire Highways - Asset Management Strategy Consultation – 1st December 2013 – Parish Council resolved that ***Cllrs Perrins, White and Hollinaum should discuss and draft a response for circulation by email.***
- q) **NCC** Northamptonshire Fire and Rescue Service Draft Strategic Update and Review for 2014 – Deadline for responses 13th Jan 2014
- r) **NCC (on behalf of Woodland Trust)** Apply by 9th January 2014 to receive a free tree pack for your Parish community to plant in March 2014
- s) **NCALC** AGM Reminder / Publications Update / Transport Plan / Minerals & Waste
- t) **DDC** Parish and Town Councils Liaison Meeting - Thursday 12 December 2013 – Questions by 22nd Nov 2013 – Parish Council resolved Cllrs Aveyard and Hollingum to attend. *Action: Clerk to inform DDC*
- u) **DDC** **Dog Fouling Issues in Creaton – Notification of successful prosecution**
- v) **NCC LGPS** **2013 Valuation Briefing Session - On: 13th November 2013**
At: **Knuston Hall, Address: Irchester, Wellingborough, Northamptonshire, NN29 7EU Tel: 01933 312104**
The session will run from 2.00pm (registration with tea and coffee provided from 1.30) to approximately 4.30.
There will be a 2 hour presentation from the Actuary and Q&A session, with an opportunity to discuss specific issues.

Action: Cllr Aveyard to attend.
- w) Northamptonshire Transportation Plan Phase 2 Strategies Consultation. End Date 10th December 2013 – *Action: Cllrs Perrins, White and Hollingum to review and draft response for agreement via email.*
- x) **NCALC** Police and Crime Commissioner survey – a corporate view was not being sought
- y) **ACRE** Annual Report 2012/13

89.13

VILLAGE LINK – To receive draft Parish Council editorial copy from Clerk – the Clerk distributed copies of Creaton PC News. Parish Council resolved to adopt (with email address amended).

90.13

URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting) – there were none.

91.13

DATE OF NEXT MEETING- Tues 7th January 2014

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

4th February 2014 – subject to review at January meeting

4th March 2014

1st April 2014 – subject to review at January meeting

6th May 2014 - AGM

13th May 2014 - APM

Meeting Closed 10.40 pm

Chairman's Signature:.....

Date:.....