

Un-adopted

Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 3rd Sept 2013** in the Village Hall, Teeton Lane, Creaton at **7.30 pm** for the purpose of transacting the following business.

Present: 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

Cllr Hollingum welcomed back Cllr Aveyard back to Parish Council

57.13 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend

- a) **Obscured vision** – Junction of Grooms Lane/Welford Road – it was reported that the landowner had been contacted and it had also been reported to NCC. Parish Council resolved, Cllr Watt to pass Clerk details of NCC reference numbers and Clerk to write to NCC.
- b) **Concern over food waste in Cemetery bin** – Parish Council resolved to monitor
- c) **Missing Grave Plot** – A resident had asked that the Parish Council look into the whereabouts of a grave.

Action: Clerk

58.13 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

Cllr Hollingum proposed acceptance of apologies from Cllr Perrins, seconded by Cllr Aveyard and resolved to be approved by Parish Council. Apologies had also been received from County Cllr Boardman, District Cllrs Pointer and Wiig.

59.13 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tues 2nd July 2013

Cllr Hollingum proposed approval, seconded by Cllr Titman and resolved to be approved as an accurate record of the meeting by Parish Council.

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

There were none.

61.13 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)(if any) – list to be tabled

- a) **Knick-Knacks (39.13 g)** – It was reported that the hedge had been cut both sides.
- b) **Debris in ditch (194.12 a and 28.13 a, 43.13 a)** – After some discussion, Parish Council resolved that the ditch would be checked on the Autumn Village Clean up.
- c) **Speedwatch (199.12i, 28.13 c and 49.13 c)** – The Clerk reported that she had not yet heard anything from NCC regarding providing speeding data for Creaton. Cllr Aveyard reported that there had been Police speed vans on the Brixworth Road in Creaton. **Action: Cllr Aveyard to email Clerk the survey data**
- d) **Village Signs (199.12 iv and 43.13 e)** – Cllr Aveyard reported that the previous contact at Moulton College had retired and was awaiting to hear from the new contact whether or not it would be possible for the students to do and the cost.
- e) **Sunken Graves (200.12 and 28.13 f and 43.13 f)** – It was reported that this was in hand.
- f) **Receipt of nominations to existing committees/steering/advisory groups (3.13 and 43.13 i)** – Cllr White reported that Natural Creaton did not have their own bank account and recommended that they continue under the auspices of Parish Council.
- g) **Old Lamps (45.13 bii)** – Cllr Thomas to provide details for the asset register (once the lamps had been removed for storing).
- h) **Cemetery Fees (46.13 a)** – The fees had been advertised in Village Link. Revised fees and regulations still to go on Cemetery Noticeboard and website. **Action: Clerk**

62.13 FINANCE

- a) **Bank Balances** – Parish Council resolution to approve –
Cllr Hollingum proposed approval of the following bank balances as at 31st July 2013:-

NatWest Current Account	£200.00
NatWest Reserve Account	£17,666.80
TOTAL:	£17,866.80

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

b) **Resolution to approve payment of outstanding accounts –**

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

DATE	PAYEE	DETAILS	CHQ NO.	AMT	ACCOUNT	POWER TO PAY
22/07/2013	TREEWORX	Yew Tree Trimming Churchyard	461	£240.00	Greenworks	Open Spaces Act 1906 s9
22/07/2013	EON	Streetlighting Elec	462	£248.40	Streetlighting	PCA 1957 s3
22/07/2013	DAVID GRAINGER	Village Green mowing (final invoice 1135)	463	£194.40	Greenworks	Open Spaces Act 1906 s9
28/07/2013	LYNNE COMPTON	July salary	464	£336.95	Salaries	LGA 1972 s112
28/07/2013	NCC LGPS	July Pension (Employee plus Employer contributions)	465	£115.30	Salaries	LGA 1972 s112
30/08/2013	LYNNE COMPTON	August salary	466	£336.95	Salaries	LGA 1972 s112
03/09/2013	NCC LGPS	August Pension (Employee plus Employer contributions)	467	£115.30	Salaries	LGA 1972 s112
03/09/2013	LYNNE COMPTON	expenses to 3rd Sept 2013	468	£39.20	Office/Mileage	LGA 1972 s112
03/09/2013	M HAZLE	Greenworks and Maintenance July&August (3 invoices)	469	£715.00	Maintenance/GW	Open Spaces Act 1906 s9
03/09/2013	VILLAGE LINK	Donation to newsletter	470	£50.00	Newsletter	LGA 1972 s142
16/09/13	MAYMOOR LANDSCAPES	Mowing and Maintenance of Creaton Village Green	471	£66.67	Greenworks	Open Spaces Act 1906 s9
		TOTAL		£2458.17		

- c) **Income to report** - The Clerk reported that the VAT reclaim of £1065.71 had been received plus a cheque for £96 (with a request for pre-purchase of a burial plot from a Creaton resident). Parish Council resolved that an interim letter should be sent explaining that prior to allocation of the plot, the cemetery plan was being re-drawn. **Action: Clerk to send letter.**
- d) **Bank Reconciliation, Receipts and Payments plus budgetary report to 31st July 2013** – to be tabled. The financial reports were tabled. Cllr Hollingum proposed adoption, seconded by Cllr Watt and resolved to be approved by Parish Council. The clerk reported that a grant form had not yet been received from Creaton Playing Field Association for 2013/14. **Action: Clerk to follow up.**
- e) **National Pay Award for Clerks – It was reported** that the local government pay settlement for 2013/2014 has been announced as a **1% increase effective from 1 April 2013 (below inflation which is currently running at 2.9%)**. The National Association of Local Councils has confirmed the new salary scales (previously circulated). Total cost of increase on current salary scale £48.26 per annum. Parish Council to discuss and make resolution to approve increase. Cllr Hollingum proposed approval of the increase, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council.
- f) **NCALC Finance Training Course for RFO's and Clerks Monday 23rd September 2013, 10.30 to 3 pm** – Clerk request to attend and update knowledge (approx. cost including fees and clerk time but excluding mileage - £42.77 per Council (Pitsford and Spratton have both agreed). Parish Council to discuss and make resolution. After some discussion, Parish Council agreed that it was necessary for the Clerk to attend to keep up with changes to legislation, Cllr Hollingum proposed approval of the Training and related costs within the Clerks usual hours, seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council.
- g) **Repairs to Parish Clock**
To discuss
Cllr Winter reported that she had passed a local Clock maker's contact details to the Parochial Church Council (PCC) Treasurer. The Clerk had circulated the details on PWLB loans, which would mean an additional cost for parishioners. One suggestion was that the money raised from Creaton in Bloom could be used to help pay for repairs. After some discussion, in the absence of a formal quote for repairs, Cllr Hollingum proposed that the PCC should be sent a grant application form (and policy) together with an email saying that the Parish Council would be happy to assist with sourcing funding from outside bodies. **Action: Clerk to send form and email**

h) BDO External Audit

To receive an update and discuss if necessary. The Clerk reported that BDO had requested greater details on the variances which had been provided as follows:-

£377 – Play Equipment Installation fees

£1066 – VAT (re-claimed)

£1115 – Replacement of street lights (as stated in explanation for increase to precept)

£750 – Grant to village organisation for play equipment.

Cllr Winter asked if the internal NCALC auditor could be changed for 2013/14 as she had not been happy with his level of accuracy. **Action: Clerk to look into**

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

a) Streetlighting to receive an update

It was reported that Balfour Beatty confirmed that they would undertake maintenance on an ad hoc basis. Non-urgent repairs would be done within a 4-6 week time frame. An order has been put in for the replacement lanterns (as per minute 30.13b)

b) Parish Path and Tree Warden Scheme

To receive an update

The Clerk reported that NCC had been in contact to say that there could only be one contact for the Parish Path Scheme (2 had been submitted). Cllr Hollingum kindly offered to be the main contact and would keep Cllr Titman informed. **Action: Clerk to inform NCC**

c) Collapsed Wall to front of Home Farm

To receive an update and discuss if necessary

It was reported that this had been repaired.

d) MGWSP Newsletter including details of planned works

To discuss

Cllr Hollingum proposed deferring this item to the next Agenda, seconded by Cllr Watt and resolved to be approved by Parish Council.

64.13 CEMETERY/CHURCH-YARD

a) Cemetery/Churchyard Waste disposal

As per previous report (July minutes 46.13 c. iii – Rubbish left in Cemetery)

The Clerk ascertained that DDC class the Cemetery as a commercial enterprise (waste disposal dealt with by Amey) and therefore would not provide bins. A quotation has been received from Amey (DDC contractors) The total cost for 52 weeks is £582.40 (for provision of 2 bins – one for general waste, the other for paper and plastic on a weekly collection basis). The Clerk is awaiting a response as to whether a fortnightly collection would be feasible. Parish Council to discuss and make resolution.

Note: Green waste e.g. grass and dead flowers has to go in the general waste bin

Cllr Titman reported that she had cleared rubbish from the cemetery and divided it into the relevant recycling bins at home. It was confirmed that if new bins were provided, they would replace the small one attached to the Cemetery Noticeboard. Parish Council agreed that a recycling bin would probably not be necessary as there was very little in the way of paper/card/cans/plastic or glass. After some discussion, Parish Council resolved that this should be further discussed with Amey (Cllr Hollingum kindly agreed to do). **Action: Cllr Hollingum to follow up with Amey**

b) Churchyard – Yew Trees – It was reported that the work had been carried out by TreeWorx and Parish Council were very happy with the standard of the work.

c) Cemetery – application from resident for pre-purchase of burial plot – Parish Council resolution to approve. After some discussion, Parish Council resolved that applications from Creaton residents did not need to come before Parish Council for approval, just to be reported as income (see also 62.13 c).

65.13 UPDATE ON PLANNING APPLICATIONS (if any)

a) Broomhill Care Home (Spratton) – The Clerk reported that this development would be going ahead as the application for a Judicial Review had been refused.

b) Mabbutts Timber Yard – It was reported that planning permission for this development had been given by DDC although Parish Council had not received formal notification as statutory consultees. **Action: Clerk to follow up with DDC and request a copy of the planning permission**

c) College Farm (NCC owned land (off Welford Road) – Cllr White reported that NCC were ready to sell this land and were applying for planning permission to convert the barn.

66.13 PLANNING APPLICATIONS RECEIVED To consider (if any) – There were none

67.13 PLANNING DECISION NOTICES To report (if any) – There were none

68.13 POLICIES

a) Financial Regulations – to discuss if frequency of provision of financial should be increased. Parish to make resolution.

Cllr Hollingum proposed amending the Financial Regulations in line with the Standing Orders (see below) seconded by Cllr Watt and resolved to be approved by Parish Council.

b) **Standing Orders (Accounts and Financial Statements)**

To discuss amending frequency of provision of financial information. Parish Council to make resolution.

After some discussion, Parish Council Cllr Hollingum proposed amending the Standing Orders as follows:-

19 Accounts and Financial Statement

b. The Responsible Financial Officer shall supply to each councillor on a monthly basis a statement summarising the **Council's receipts and payments for the month preceding the previous month** and budgetary statement which should include a comparison with the budget for the financial year. In addition bank reconciliations and balances held shall be circulated to Councillors on a quarterly basis as soon as practicable after 31 March, **30 June**, 30 September and **31 December** in each year to be checked by the Resources Advisory Group. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

The motion was seconded by Cllr Watt and resolved to be approved by Parish Council. **Action: Clerk to update and circulate plus add to website.**

c) **Parish Council Communication Guidelines (previously circulated)** – to discuss and make resolution.

After some discussion, Cllr Hollingum proposed acceptance of the guidelines with the following amendments:-

Add – Please do not use the “reply to all” function

Add – Be mindful of wording and references.

Seconded by Cllr White and resolved to be approved by Parish Council.

Action: Cllr Hollingum to amend and send to the Clerk for circulation and adding to the list of policies.

69.13 **PARISH COUNCIL CALENDAR OF MEETINGS** - to discuss amending so full council meetings are held Bi-monthly. Parish Council to make resolution. After some discussion, Cllr Hollingum proposed that the October and December meetings would be cancelled (so the Parish Council met on a bi-monthly basis), this to be reviewed in January. The proposal was seconded by Cllr Watt, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to widely publicise (Noticeboard and Website plus inform District and County Council) Noted: The Strategy Advisory Group to look at the Annual Parish and Annual General Meeting agendas**

70.13 **PARISH COUNCIL ANNUAL VILLAGE WALK AND RISK ASSESSMENT Tues 6th August 2013, – to receive a report (to be tabled) and discuss actions necessary – see attached Paper A – Parish Council resolved that the Clerk should contact the relevant agencies to ensure repairs/maintenance would be done. Action: Clerk**

71.13 **VILLAGE LINK deadline 3rd September (extended to 5th)** – to receive Clerk’s draft (to be tabled) and agree any additional items for inclusion. Parish Council agreed the draft and recommended the following additions :-

- Changes to full council meeting dates
- Details about the Mobile Library (if room) plus a note of thanks to John Love for publicising this important village service.

72.13 **AUTUMN VILLAGE TIDY UP – Saturday 19th October 2013**
To discuss and agree details

The Clerk reported that she had booked the Village Hall for distribution of equipment. Cllr Perrins had kindly agreed to organise. **Action: Cllr Perrins**

Note: The litter picking equipment has now been moved from Saul’s to an SPC secure container adjacent to Spratton Sports and Social Club, Smith Street, Spratton

73.13 **CORRESPONDENCE RECEIVED (not already on the agenda)**

To review and agree action where necessary

- a) **NCC Local Government Pension Scheme** – notification of changes to the scheme from 1st April 2014 . Part-time staff will pay according to their part-time salary rather than their full-time equivalent pay. The scheme has also become more flexible.
- b) **Kirkwells Neighbourhood Planning News – Action: Refer to NP Steering Group**
- c) **Trudy Yardy** – Request to add their business link (small, family run general property and garden maintenance company), based between Naseby and Welford to CPC website – Parish Council resolved that the details of local companies should be added to the website on request at no cost. **Action: Clerk**
- d) **West Northamptonshire Joint Core Strategy Local Plan (Part 1) Sustainability Appraisal/ Strategic Environmental Assessment Addendum Report – Scoping Report Consultation (circulated 25/7/13) – deadline 30th August 2013** – Parish Council resolved no response due to lack of time and resources.
- e) **Daventry District Sports Awards 2013- Nominations now open.** Deadline Friday 13th September – to discuss advertising
- f) **Housing Summit - Wednesday 11th September 2013** – To agree attendance. Deadline for response Friday 30th August 12 noon later amended to 4th September – Parish Council resolved not to send a delegate.

- g) **NCALC Eupdate July 2013** – noted. A hard copy was circulated to those not on email
- h) **POLICE Minutes of Community Panel Meeting held on 11th July 2013**
- i) **POLICE** Notification that crime reports will cover all areas in future. No crimes/asb's in Creaton July 2013
- j) **MOBILE LIBRARY SERVICE** – notification of minor changes. Comments/Suggestions for forthcoming review to be received by 31st December.
- k) **Northants County Association of Local Councils** - formal notice of the **66th Annual General Meeting**, which will be held on **Saturday 19 October 2013** at the Saxon Hall, Raunds with business starting at 10:00 a.m. and ending by 1:00 p.m.

Attached is an invitation for your council along with a booking form to complete and **return by 7 October 2013**. If you need to formally nominate your delegates I would appreciate it if you would add this as an item to your September agenda.

Member councils may also submit motions for debate at the AGM. If your council wishes to put a motion forward please let me have it by 7 October 2013.

- l) Parish Council resolved that the Clerk should attend. **Action: Clerk to inform NCALC**
- l) **RSN Rural Fair Share Campaign'** aims to send a clear message to the Government from all rural areas in England that the current funding system is unfair, rural areas are losing out on essential funding to deliver services to rural communities. This year, the Rural Fair Share Campaign is giving your council the chance to lend your voice to this argument by signing a petition to be championed by your local MP at parliament. Parish Council resolved not to respond but individuals were free to respond if they wished.

j) **Trading Standards Newsletter - Noted**

k) **NHT Public Representative Satisfaction Survey**

Please see below a link to the on-line NHT survey for your completion by your representative ideally by 23rd September 2013 to ensure that your feedback is included in the overall satisfaction survey.

<https://scorelink.econtrack.co.uk?aebead12164ddebac64d7e1a76b034>

This survey is part of our continuing quest to understand and respond to the needs of our customers. The analysis of the survey results, the ability to trend and benchmark our services against other similar Councils and the opportunity to participate with other Authorities has allowed Northamptonshire County Council to monitor its performance on a number of highway and transport issues at a national and a local level, at the same time maintaining first class highway services and good customer relations.

The company which oversees the NHT survey, 'Measure 2 Improve' (m2i), has this year offered to undertake an additional survey with Parish and Town Councils. The Council considers that benchmarking your perception will provide officers with a greater understanding of your needs and priorities for highway maintenance and the highway service.

To complete the questionnaire please click the on the link above, or copy and paste it into your web browser window. If you require any assistance please contact Jennie Simons on 01443 832163 or the m2i Help Desk on 01884 849115 who are managing the survey on behalf of Northamptonshire County Council.

If you wish to contact the Council directly then please do so by e-mailing us at highways@northamptonshire.gov.uk and we will be happy to assist you where possible.

Action: Cllr Hollingum to complete

- l) **ACRE** Invite to Community Best Website Presentation evening – 4th September, 6.30 Hunsbury Hill Centre
- m) **Request for information on Creaton Sanatorium** – The Clerk had passed this request to the History Society.

- 74.13 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**
- a) **General Power of Competency** – It was reported that the Clerk had passed Section 7 of CiLCA. Once the Parish Council became eligible (Two thirds elected members) it would give them greater flexibility.

75.13 DATE OF NEXT MEETING- Tues 5th November 2013

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

Tues 7th January 2014
 4th February 2014
 4th March 2014
 1st April 2014
 6th May 2014 - AGM
 13th May 2014 - APM

Meeting Closed 9.55 pm

Chairman's Signature:.....

Date:.....