

CREATON PARISH COUNCIL
Chairman: Councillor Stan Perrins

Clerk: Mrs L Compton
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Minutes of the Annual Meeting of Creaton Parish Council (AGM)

Held on **Tuesday 3rd June 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: The following Councillors, who had been elected in an uncontested election on 22nd May 2014:- James Hill, Jane Shanks, Reg Thomas, Geoff White

In attendance: Claire Thomas (candidate for co-option for Councillor vacancy), District Councillor Ian Barratt and 5 members of the public

The Clerk welcomed the newly elected Parish Council and gave a brief overview of the role of Parish Councillor and day to day working, prior to the new Councillors attending the "Off to a Flying Start" training course (run by Northamptonshire County Association of Local Councils (NCALC)). Councillors were then asked to introduce themselves and give an outline of their backgrounds.

Public Forum

The following was discussed:-

- a) **Neighbourhood Watch (NHW) and Emergency Plan** – a resident reported that Neighbourhood Watch was not running at present but there were still NHW signs up in the village so some people might inadvertently put that they live in an NHW area on their insurance. The resident explained that NHW was a system whereby 1 resident from each road agreed to disseminate information such as, door knockers in the area, escaped convicts etc. from the Police/NHW to the residents in their area. The Emergency Plan was something started to keep an eye on vulnerable residents i.e. making sure they were ok and had shopping plus in the event of a major emergency e.g. flooding that there were plans in place and wardens to look after people. The NHW folded when the Creaton representative left the village. The resident kindly offered to do an article for the next newsletter explaining NHW and asking for volunteers. It was suggested that citing specific examples of crimes might stir people into volunteering. It was also agreed that the Clerk should contact Sue Verallo, NHW Brixworth to see if she would be able to do a talk in Creaton on NHW to interested persons. **Action: Clerk to contact Sue Verallo to discuss**
- b) **Possible Development in Teeton Lane** – Teeton Lane Residents group asked to be involved in the forthcoming meeting between Parish Council, Promoters and Developers. It was explained that this was just a fact finding informal chat and that following on from the meeting, if the developers decided to go ahead, there would be a formal consultation process. Teeton Lane residents group commented that from the DDC guidance given, the land in Teeton Lane would not be suitable. Cllr White re-iterated that the Parish Council policy had no weight and did not take the place of any DDC legislation. Cllr White further re-iterated that the Parish Council were not promoting the site in any way, they had been approached by developers acting on behalf of the owners (who were not in a position to promote the site themselves) and as such, this was a commercial development which would follow the usual planning procedure. Cllr White went on to say that the current DDC policy seemed to be working against smaller homes as the requirement had been reduced to 5 units before affordable homes needed to be built. Cllr White then went back through the background to the NP Consultation (which had also been put in writing to the Teeton Lane Residents Group) whereby the Parish Council had been given a clear mandate from the village to produce a Neighbourhood Plan and some limited development. It was acknowledged that any scheme put forward by the developers might be totally unacceptable. Parish Council resolved to keep the Teeton Lane residents informed and report back after the forthcoming meeting with developers. **Action: Clerk to attend meeting and take notes then report back to Residents group and full Parish Council.**

- c) **Welcome from Previous Parish Council** – Former Councillor Michelle Aveyard welcomed the newly elected Parish Council and suggested a hand over briefing for the Clerk role (monitoring and assessment) and refreshments to share experiences.
- d) **Website** – Michelle Aveyard reported that Mr Hollingum (former Councillor) would be happy to continue in his support role for Clerk on the website. It was envisaged that all village organisations would have their own website pages rather than the Clerk having to update organisation details.

AGENDA

- 1.14 **ELECT A CHAIRMAN AND VICE-CHAIRMAN** – Cllr Thomas proposed Cllr James Hill as Chairman.
There was some concern expressed that someone relatively new to the village and a new Councillor would be suitable for the role plus that 1 member of Council was not present (Cllr Winter). The Clerk informed that unfortunately, when the previous Chairman had indicated that he was stepping down as Chair and a Councillor (at the 2013 Annual Parish Meeting), no other Councillors wanted to assume the role, remaining councillors were asked at the recent Annual Parish Meeting and also declined. The Clerk further pointed out that unless a Chairman was elected, the meeting could not legally continue. After some further discussion, Cllr Hill was unanimously voted in as Chairman by a show of hands. Clerk Note: The role of Chairman is for 1 year. There was no Vice-Chairman elected. **Action: Clerk to send Cllr Hill details of NCALC Chairman training course and bring forward election of Vice-Chair to the next ordinary meeting on 1st July.**
- 2.14 **CO-OPTION OF COUNCILLORS TO FILL VACANCIES (3)**
Claire Thomas – Parish Council resolution to approve – After some discussion, Cllr Hill proposed Claire Thomas to be co-opted to Creaton Parish Council, seconded by Cllr White, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to email Cllr Thomas a welcome letter and the relevant forms and advertise the remaining 2 vacancies**
- 3.14 **TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE FORMS FROM COUNCILLORS ELECTED IN THE UN-CONTESTED ELECTION HELD ON 22ND MAY 2014 AND CO-OPTED COUNCILLORS** – the following Councillors were elected:-

James Hill, Jane Shanks, Reg Thomas, Geoff White and Sylvia Winter. Cllr Claire Thomas was co-opted.

Councillors signed the forms in the presence of the Clerk. Parish Council resolved that all Councillors should be signatories. **Action: Clerk to obtain new signatory forms from Nat West and organise signing thereof**
- 4.14 **TO RECEIVE COMPLETED REGISTRABLE INTEREST FORMS** – The completed registrable interest forms were received. **Action: Clerk to copy and submit to Daventry District Council plus put on the website.**
- 5.14 **COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (circulated prior to the meeting)**
Parish Council to discuss and make resolution on the following:-
- a) **Review of delegation arrangements to committees, sub-committees, employees and other local authorities.** Cllr Hill proposed that the delegation arrangements should be as follows:-
Planning Executive Committee
- Responding to Planning Applications and Licensing Applications.
 - Responding to Appeals
 - Responding to Consultation Documents involving planning
- Seconded by Cllr White and resolved to be approved by Parish Council
- b) **Review of the terms of references for committees/steering/advisory groups.**
Due to the changes to the Committee and Advisory Group Structure, the Clerk advised revising the terms of reference. Proposed by Cllr Hill, seconded by Cllr Thomas and resolved by Parish Council. **Action: Clerk to circulate draft terms of reference for new Committees/Advisory Groups**
- c) **Receipt of nominations to existing committees/steering/advisory groups**
The existing committees/advisory groups were changed. See below Point e), appointment of new committees.
- d) **Cancellation of any committees** – After some discussion and advice from the Clerk, Cllr Hill proposed combining Resources and Strategy Advisory Group plus cancelling the Neighbourhood Planning Steering Group to bring it under the auspices of the Planning Executive Committee. Cllr Hill further proposed that Natural Creaton should be a stand-alone village organisation (to enable it to have greater autonomy and obtain grants not available to Parish Councils), seconded by Cllr Thomas and resolved by Parish Council. **Action: Clerk to email John Harper (Natural Creaton) to advise of suggestion plus make necessary changes to the Council Contact list and publicise.**
- e) **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 Hill proposed the following, seconded by Cllr White and resolved by Parish Council:-
- | | |
|---|---|
| PLANNING EXECUTIVE COMMITTEE Incorporating | RESOURCES, STAFFING & STRATEGY |
| Neighbourhood Planning (5 PC members) | ADVISORY GROUP (4 PC members) |
| Cllr James Hill, Chairman | Cllr James Hill |
| Cllr Jane Shanks | Cllr Reg Thomas |
| Cllr Claire Thomas | Cllr Claire Thomas |
| Cllr Geoff White | Cllr Sylvia Winter |
| Cllr Sylvia Winter | Michelle Aveyard |
| Linda Toombs | |

CREATON CEMETERY AND CHURCHYARD STEERING GROUP (in partnership with Creaton PCC)

3 PC members

Cllr James Hill

Cllr Geoff White

Cllr Sylvia Winter

Mr Michael Rogerson (Creaton PCC)

Action: Clerk to circulated draft terms of reference for review at the July meeting plus update Councillor Contact list accordingly and publicise.

- 6.14 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES** eg Village Organisations, District Council, Neighbourhood Watch **AND ARRANGEMENTS FOR REPORTING BACK**
After some discussion, Cllr Hill proposed the following, seconded by Cllr White and resolved by Parish Council:-

District/County Council/NCALC Parochial Church Council	Parish Clerk Cllr Jane Shanks	Parish and Town Councils Meeting Village Hall	Chairman and/or Clerk Cllr Claire Thomas
Creaton Playing Field Association	Cllr Reg Thomas	Neighbourhood Watch	Not running

Action: Clerk to update Councillor Contact list accordingly and publicise.

- 7.14 WARDENS/REPRESENTATIVES** – Parish Council to review, accept new nominations and make resolution to appoint
Cllr Hill proposed the following, seconded by Cllr Thomas and resolved by Parish Council:-

Footpaths	Mr Richard Hollingum	Streetlighting, Litter and Dog Bins, Young Peoples facilities	Cllr Reg Thomas
Parish Maintenance monitoring e.g. Churchyard/Cemetery Burials	Creaton Cemetery and Churchyard Steering Group Parish Clerk/Cllr Geoff White	Highways Issues	Cllr Jane Shanks
		Business Liaison	Cllr Sylvia Winter

Action: Clerk to update Councillor Contact list accordingly and publicise.

- 8.14 STANDING ORDERS AND FINANCIAL REGULATIONS** – last amended May 2013 and circulated prior to the meeting. To review and adopt. Cllr Thomas proposed adoption, seconded by Cllr Hill and resolved to be approved by Parish Council.

Action: Clerk to update Standing Orders with review and adoption date

- 9.14 INVENTORY OF LAND AND ASSETS** (including buildings and office equipment) (circulated prior to the meeting - To review and adopt. After some discussion, Cllr Thomas proposed adoption, seconded by Cllr Hill and resolved to be adopted by Parish Council.

- 10.14 MEMBERSHIP OF OTHER BODIES** (by Council and/or employees) – Parish Council to review and make resolution on continuation or otherwise. After discussion and advice from the Clerk, Cllr Hill proposed continuation of the following, seconded by Cllr Thomas and resolved by Parish Council.

Payee	Details	Approx Cost	Brief Summary of Services
NCALC	Subs	£144.07	Clerk and Councillor Support, Legal advice, Courses
NCALC	Internal Audit Service	£155	Internal Audit and reports
SLCC	Subs	£55.20	Clerk training, support, networking
ACRE	Subs	£34.00	Village Support, statistics, Courses
ICO	Information Commissioners Subs under Data Protection Act	£35.00	Registration necessary to comply with Data Protection Act

- 11.14 CONFIRM GOVERNING INSTRUMENTS (Policies) TO BE ADHERED TO and review where necessary and make resolution to adopt (circulated prior to the meeting).** After some discussion and advice from the Proper Officer (Parish Clerk), Cllr Hill proposed adopting the policies and reviewing the Financial Regulations, Financial Risk Assessment, Internal Controls and Press and Media policies prior to the July meeting, seconded by Cllr Shanks and resolved to be adopted by Parish Council.

Action: Clerk and Resources and Strategy Advisory Group to review Financial, Regulations, Risk Assessment and Internal controls plus Press and Media policy

Description	Last Reviewed	Due for Review	Prompt for Review
Standing Orders	2013	2014	Annual Review Clerk/NCALC
Audit Plan and Internal Audit Service Terms of Reference	March 2014	2015	Annual Review/Arrival of Audit papers
Burial Regulations and Fees	2013	2014	Changes to Diocesan Fees/New regulations/Fees/Clerk
Code of Conduct	2012	As directed	Daventry District Council
Financial Regulations (plus summary of LGA 1972 PC Powers)	2013	2014	Annual Review/Clerk – 2014 New regulations concerning signatories.
Financial Risk Assessment and Management plus Effectiveness of Audit	April 2014	Annual	Clerk/New activities
Internal Controls	2013	2014	Annual Review
Complaints Procedure	2013	As necessary	Clerk/NALC
Freedom of Information – Model Publication Scheme	December 2010	As necessary	Clerk/publication of any new documents/policies
Archive Policy	2007	As necessary	Clerk/New Regs
Grants Policy	2010	As necessary	Clerk
Communication Guidelines	2013	As necessary	Clerk/Parish Council
Noticeboard and Website Policy	2012	As necessary	Clerk
Equal Opportunities	2012	As necessary	National Association of Local Councils
Press and Media Policy	2013	2014	Clerk/Parish Council

12.14

DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR AHEAD AND THE ANNUAL MEETING OF CREATON PARISH COUNCIL to review, discuss changing meeting schedule to ensure there is a meeting in April and adopt.

Meeting Dates for 2014/15 (held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)

Tues 3rd June 2014 Annual Meeting of Parish Council (AGM)

Tuesday 1st July 2014 – Ordinary Parish Council Meeting

August – NO MEETING

Tuesday 2nd September 2014 - Ordinary Parish Council Meeting

Tues 7th October 2014 – Planning Executive Committee Meeting

Tuesday 4th November 2014 - Ordinary Parish Council Meeting

Tuesday 9th December 2014 Planning Executive Committee Meeting

Tuesday 6th January 2015 - Ordinary Parish Council Meeting

Tuesday 3rd February 2015 Planning Executive Committee Meeting

Tuesday 3rd March 2015 - Ordinary Parish Council Meeting

Tuesday 7th April 2015 Planning Executive Committee Meeting

Tuesday 5th May 2015 Annual Meeting of Parish Council (AGM)

Tuesday 12th May 2015 Annual Meeting of Creaton Parish

Action: Clerk to check the bookings with the Village Hall Committee and publicise the meeting dates on Noticeboard and website

13.14

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

Cllr Thomas declared a pecuniary interest in respect of 18.14 b (as a member of the Creaton Playing Field Committee)

Cllr Hill declared a pecuniary interest in respect of 22.14 (due to living in adjacent property)

14.14

APOLOGIES FOR ABSENCE Parish Council resolution to approve.

Cllr James Hill proposed acceptance of apologies from Cllr Sylvia Winter, seconded by Cllr White and resolved to be approved by Parish Council.

15.14

RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING dated Tuesday 6th May 2014

Cllr White proposed approval of minutes, seconded by Cllr Thomas and resolved by Parish Council to be an accurate record of the meeting.

16.14

RESOLUTION TO APPROVE CREATON PARISH COUNCIL ANNUAL REPORT FOR THE YEAR ENDED 31st MARCH 2014 (circulated prior to the meeting)

After some discussion, Cllr Hill proposed approval of the 2013/14 Annual Report, seconded by Cllr White and resolved to be approved by Parish Council. **Action: Clerk to publicise on website and put a link to the website in the next Village Link.**

17.14

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

- a) **Speeding** – It was reported that this was still a problem and Mercedes employees had been seen driving excess of the speed limit through the village. It was also suggested that speed signs showing the actual speed might be a good idea, some villages share the cost or purchase after being involved in Speedwatch. It was also commented that the Police speed monitoring vans show up at the wrong times. **Action: Clerk to write to**

Mercedes, inform PCSO that the speed vans need to come at rush hour and bring forward Speedwatch to the July agenda.

18.14

FINANCE

- a) **Payment of outstanding accounts as detailed below. Parish Council make resolution to approve.**
Cllr Shanks proposed payment of the accounts, seconded by Cllr Hill and resolved to be approved by Parish Council.

Date	Payee	Details	Amount	Power to Pay
19/05/2014	MOULTON COLLEGE	Creaton signage	£130.00	LGA 1972 s112
28/05/2014	LYNNE COMPTON	Salary to 28 th May 2014	£342.19	LGA 1972 s112
28/05/2014	AON	Parish Council Insurance	£739.68	LGA 1972 s112
03/06/2014	VILLAGE LINK	May/June	£50.00	LGA 1972 s142
03/06/2014	LGSS	Clerk Pension (Employer: £100.47, Employee: £28.03)	£128.50	LGA 1972 s112
03/06/2014	NCALC	Subs 2014/15 - £144.07 Internal Audit Service - £155	£299.07	LGA 1972 S112
03/06/2014	CREATON PFA	Annual Grant towards maintenance of the Playing Field 2014/15	£1800	Open Spaces Act 1906 s9
03/06/2014	DUCKLINGS PRE-SCHOOL	Grant 2014/15 towards new ICT equipment (agreed Nov 2013)	£500	Local Government (Miscellaneous Provisions) Act 1976 s.19

- b) **Grant Applications 2013/14 (if any) – to discuss and make resolution**

- 1. Annual Grant to Creaton PFA - £1,800.00** – Cllr Thomas withdrew from the discussion. The Clerk reported that £2,000 had been set aside in the budget for the Playing Field. After some discussion, Cllr Hill proposed the grant of £1,800 (Open Spaces Act 1906 s9) towards maintenance of Creaton Playing Field, seconded by Cllr Shanks, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to write to Creaton PFA enclosing cheque**
- 2. Creaton Primary School PTA – to receive** – The Clerk had sent reminder emails but no application had been received.

- c) **Annual Return 2013/14**

- 1) Resolution to approve End of Year Accounts, Annual Return and explanation of variances (if any) – Cllr Thomas proposed approval, seconded by Cllr Hill, voted on and unanimously resolved to be approved by Parish Council.
- 2) Resolution to approve Annual Governance Statement – after some discussion, Cllr Thomas proposed approval, seconded by Cllr Hill, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to collate, copy and send relevant papers and Audit form to BDO**

19.14

UPDATE ON PLANNING APPLICATIONS (if any)

- 1. Possible development in Teeton Lane - Request from Carter Jonas for a briefing meeting – to discuss and make resolution as to attendance.**

20.14

PLANNING APPLICATIONS RECEIVED To consider (if any)

21.14

PLANNING DECISION NOTICES To report (if any)

22.14

PLANNING APPEAL NOTICES RECEIVED To discuss and make resolution as to response (if any further necessary) – Cllr Hill withdrew from the discussions

Part 2 of the Town & Country Planning (Appeals)(Written Representation Procedures)(England) Regulations 2009

Appeal by Mr P Redding

Location: Land Adjacent Willowbrooke House, Grooms Lane, Creaton, Northamptonshire

Description: Outline application for detached dwelling

All comments that were received by the Council at the planning application stage will be forwarded to the Planning Inspectorate. The Inspectorate will require **3** Copies of any additional comments you may wish to make as a result of this appeal. Additional comments should be **SENT DIRECT TO: The Planning Inspectorate, Room 3/09 Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN** quoting the following reference: APP/Y2810/A/14/2218435

23.14

CORRESPONDENCE RECEIVED (not already on the agenda)

To review and agree action where necessary

- a) Northamptonshire Minerals and Waste Development Framework Partial Review: Minerals and Waste Local Plan Proposed Modifications – Responses by 5.00 pm Monday 23rd June**
- b) Request from resident to do works to grave plot**
- c) LGSS Pension Discretions – Action required by 30th June 2014**

Meeting Closed 10.22 pm