

# CREATON PARISH COUNCIL

Chairman: Councillor James Hill

Clerk: Mrs L Compton  
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## Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 4<sup>th</sup> November 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**  
**Present:** Cllrs James Hill, Chair, Jane Shanks, Michelle Aveyard, Claire Thomas, Reg Thomas, Geoff White and Sylvia Winter.

In attendance: District Councillors Ian Barratt, Kevin Parker and Liz Wiig, Creaton Neighbourhood Watch Co-Ordinator Ian Keers OBE, Creaton Village Hall Secretary – Kate McEwan and CPC Planning Executive Committee Member: Linda Toombs

### 61.14 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend

- a) **Neighbourhood Watch – Ian Keers OBE read out the attached report Paper A.** Parish Council considered Mr Keers advice on the purchase of additional NHW signs and agreed that, in view of the fact there were already some signs up, not to buy additional signs for the moment but to monitor crime levels and review the decision next year.

### 62.14 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

There were none. All present.

### 63.14 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING held on Tuesday 2<sup>nd</sup> September 2014.

Cllr Hill proposed acceptance of the minutes as an accurate record of the meeting, voted on and unanimously resolved to be approved by Parish Council. The minutes were subsequently signed by the Chairman.

### 64.14 CO-OPTION OF COUNCILLOR TO FILL VACANCY

To report that there has been 1 application from Mrs Michelle Aveyard to re-join Creaton Parish Council. Parish Council to discuss and make resolution.

Cllr Hill proposed the appointment of Mrs Aveyard as Councillor to Creaton Parish Council, seconded by Cllr White and resolved to be approved by Parish Council. Cllr Aveyard signed the acceptance of office and agreement to the Code of Conduct forms and passed over the completed Register of Interest form.

**Action: Clerk to submit Register of Interest form to Daventry District Council and update Councillor Contact list.**

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

There were none.

### 66.14 MATTERS ARISING FROM PREVIOUS MINUTES (IF ANY) FOR INFORMATION ONLY

There were no items that were not already covered in the agenda.

### 67.14 RESOURCES, STAFFING AND STRATEGY: Lynne Compton, Responsible Financial Officer and Resources, Staffing and Strategy Advisory Group. Members: Cllrs James Hill, Reg Thomas, Claire Thomas, Sylvia Winter and Michelle Aveyard

- a) **Recommendations from Resources, Staffing and Strategy Advisory Group meeting held on Monday 20<sup>th</sup> October 2014 to discuss Forecast to end of year, Changes to 2014 budget, Draft 2015/16 Budget and proposed Precept Demand 2015/16 (£16,950 no increase), Future plans, Clerk Time off in lieu owed, Changes to Clerk working practices and job description – discussion paper previously circulated.** After some discussion, Cllr Hill proposed the following recommendations should be approved, voted on and unanimously resolved by Parish Council:-

**1. Current Forecast to Year End Recommendation: increase 2014/15 budget by £100 to give a small contingency**

Projects – Streetlighting Replacement – **Recommendation: Move £900 from Neighbourhood Plan 2014/15 budget (as not now doing an NP) to Streetlighting Reserve to enable the lamp in Violet Lane to be replaced in this financial year.**

Parish Property (including Grounds Maintenance) – **Recommendation: Move £1100 from Neighbourhood Plan Reserve to Parish Property to enable most urgent works to be done to the Churchyard and Cemetery.**

Neighbourhood Plan – **Recommendation: amend 2014/15 budget to zero as not now doing.**

Salaries – **Recommendation: Subject to reviewing timesheets, to pay the Clerk for the Time off in lieu owed for 2012/13 and 2013/14 as there had been no prospect of taking this due to the numerous additional projects undertaken by Parish Council. Action: Cllr Aveyard to contact Autela**

- to see if they included holiday scheduling as part of their payroll services, if not Cllr Winter offered her holiday planner.**
2. Clerk Mileage and Receipted Office Expenses **Recommendation: approved and cheque signed.**
  3. Donation to Spratton Parish Council for Office Copier and phone **Recommendation: approved and cheque signed.**
  4. Future Plans to end of year (31<sup>st</sup> March 2015)
    - a) Churchyard and Cemetery Maintenance – **Recommendations –**
      - I. **Cllrs White and Hill to do a separate one off specification for the catching up works to be done in this financial year. Cllrs Hill and Aveyard to meet with Maymoor Landscapes (current contractors) to get an estimate for doing essential works this year and if deemed reasonable (RFO Note: plus under the limit for which 3 quotations necessary - above £500 and under £1,000 – see Financial Regulations).**
      - II. Clerk to request information from DDC on approximately what grant the PC would receive if it assumed responsibility for cutting the verges. **Note: this has been done but no response received as yet.**
    - b) Trees - Recommendations
      - i. Parishioner trees encroaching on The Jetty – **Action: Cllr Aveyard to discuss with Lara Inglott (NCC/MGWSP)**
      - ii. TPO Trees – Cllrs White and Hill to obtain details of local tree surgeons, pass to the Clerk together with the specification to enable quotations to be sought as soon as possible.
    - c) Heartstart - £400 – Creaton need to pass the criteria initially and a suitable location for the defibrillator found. There was the possibility that the £400 could come from Hollowell Steam Rally but this would not be until next year. Cllr Thomas informed that the School could apply for free training and suggested that the WI might be able to apply for funding/training and undertake the Heartstart as part of their programme of events. **Action: Cllr C Thomas to investigate**
    - d) Works to Creaton War memorial – a request had been made to the Parish Council that the PCC could carry out these works (by Mr McGregor) – **Recommendation: approval subject to CPC being provided with a copy of the appointed contractors Public Liability Certificate. Action: Cllr Winter to inform Mr McGregor**
    - e) Christmas Tree – Site still to be found, base to be dug in. **Action: Cllr White and 2 members of CPC to organise.**
  5. Draft Budget 2015/16
 

Recommendations:

    - a) Precept Demand – no change i.e. keep to £16,950
    - b) Clerk Mileage – decrease to £300 – less meetings plus assistance from Cllr Thomas with Noticeboard
    - c) Office Expenses – increase to £500 – Autela Payroll. Overall increase of £100 over the Mileage and Office Expenses
    - d) Grants/Donations – allocate a general grant reserve of £2,500. RFO Note: this could be increased to £3,000 if necessary as healthy reserve
    - e) Clerk to insert additional notes to ensure PC decisions are clear to the electorate
    - f) Streetlighting Reserve for phase 4 – The street lighting upgrade programme for Phases 4 and 5 will be more expensive due to location, condition and additional wiring to some of the remaining lamps requiring upgrade. Cllr. Reg Thomas said that we need to keep in mind that futuristically we may have to transfer some of the lamps currently fitted to carrier poles to metal columns for maintenance reasons, also if Western Power plan to run some of their cables underground. The current cost of installing a metal column is in the region of £800.00. Suggested budget for £2015/16 £3,500.
    - g) Parish Property (including mowing and maintenance) –
      - I. Increase by £2000 for 2015/16 as a contingency for new specification as no specification available yet. RFO suggestion as not discussed at meeting
      - II. Go out to tender for a new contract for 2015/16. Action: RFO to find out which company has the contract for Hollowell and Teeton (Ans. Chap who is now poorly and not taking on any more contracts) and email Spratton specs to adapt, Mrs Aveyard to look around surrounding villages and find out who cuts grass etc. for the ones that look particularly tidy. Maymoor Landscapes also to be asked to quote using new spec (not yet written).
    - h) Future Projects: Cemetery records onto an EXCEL spreadsheet or database (Clerk suggestion) so

more easily accessible for all – needs full risk assessment, project plan and estimates, 5 year business plan (NCALC suggestion).

6. Any Other Business

- a) Website – it was commented that the VDS was still on as a draft. Action: Clerk to look into
- b) Gravedigger – still using pile as a dumping ground for earth. Action: Clerk to ask gravediggers to refrain from doing this
- c) Works to Memorials – Clerk to ask Jane Austen (Moulton Clerk) how they approach the issue of contacting families who they do not have details for any more before starting works. - done
- d) Cars parked at the top of Violet Lane too near the junction – Action: Cllr Aveyard to look into

b) **Bank Balances as at 30<sup>th</sup> September 2014** - Parish Council resolution to approve. Cllr Hill proposed approval of the bank balances, seconded by Cllr Aveyard and resolved to be approved by Parish Council.

Current A/C		£300.00
Deposit A/C		£25,057.43
		<b>£25,357.43</b>

c) **Resolution to approve payment of outstanding accounts plus any additional payments (list to follow)**

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT	ACCOUNT/NOTES
01/10/2014	BDO LLP	External Audit fees	552	£120.00	Salaries/Office
01/010/2014	LYNNE COMPTON	Sept Salary £312.24, Use of Office £18, Broadband/mobile - £2	553	£332.24	Salaries
01/10/2014	HMRC ONLY	PAYE	554	£235.60	Salaries
01/10/2014	LGSS	Pension (Employer- £97.35, Employee - £27.16)	555	£124.51	Salaries
01/10/2014	MAYMOOR LANDSCAPES	Mowing and Maintenance 1 cut of the Church and Cemetery 14 <sup>th</sup> July 1 cut of the Green 10 <sup>th</sup> July 2 cuts of the Church and Cemetery 8 <sup>th</sup> / 23 <sup>rd</sup> Aug 2 cuts of the Green 8 <sup>th</sup> / 23 <sup>rd</sup> Aug	556	£530.00	Greenworks
01/10/2014	NORTHANTS CALC	Major Planning Apps Course, Cllr Thomas	557	£45.00	Training
20/10/2014	VILLAGE LINK	June to Sept	558	£100.00	Newsletter
20/10/2014	MAYMOOR LANDSCAPES	Mowing and Maintenance - Sept	559	£200.00	Greenworks
20/10/2014	DDC	Uncontested Election costs	560	£78.00	Parish Property & Development
20/10/2014	BALFOUR BEATTY	Phase 3 Streetlighting Replacement	561	£1,116.00	Streetlighting Reserve
20/10/2014	LYNNE COMPTON	Mileage (£31.21) and Receipted Office Expenses (£44.54)	562	£75.75	Office/Mileage
20/10/2014	SPRATTON PC	Donation towards shared office copier and phone	563	£65.28	Office
29/10/2014	CALICO UK	Domain Name for website	564	£18.00	Office
29/10/2014	EON	Streetlighting Electricity	565	£194.19	Streetlighting
29/10/2014	LYNNE COMPTON	October Salary - £312.04, Use of Office £18,	566	£332.04	Salary/Office

		Broadband/Mobile - £2			
		<b>Total Signed between meetings</b>		<b>£3,566.61</b>	
04/11/2014	AUTELA LIMITED	Payroll Services. Inv No. 5701	567	£26.73	Office
04/11/2014	NCC LGSS	Pension: Employee - £27.16, Employer - £97.35	568	£124.51	Salaries
		<b>Total for signature at meeting on 4/11/2014</b>		<b>£151.24</b>	
		<b>TOTAL</b>		<b>3717.85</b>	

The outstanding invoices were proposed for payment by Cllr Hill, seconded by Cllr White and resolved to be approved by Parish Council.

d) **Income to report**

Parish Council noted the following :-

DATE	PAYEE	DETAILS	RECEIPT NO	AMOUNT
29/09/2014	DDC	2nd half of precept	STAT	£8,475.00
29/09/2014	CREATON VILLAGE HALL COMMITTEE	Donation towards VH maintenance by Probation Trust	44	£100.00
30/09/2014	NAT WEST	Bank Interest	STAT	£1.84
03/10/2014	ANN BONHAM & SON	Burial fees (L Matts)	45	£286.00

- e) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution (previously circulated)  
Cllr Hill proposed approval, seconded by Cllr White and resolved to be approved by Parish Council.
- f) **Pension Discretion Policy (Mrs Aveyard) (previously circulated)** – to discuss and make resolution. After some discussion, Cllr Hill proposed adoption of the Creaton Parish Council Pension Discretion Policy, seconded by Cllr Shanks and resolved to be approved by Parish Council. Parish Council proposed a vote of thanks to Cllr Aveyard for all her work on this very lengthy document. **Action: Cllr Aveyard to submit to NCC Local Government Pension administrators and copy to employee. Clerk to add to Freedom of Information publication schedule.**
- g) **LGPS Bulletins** – to review and agree any action necessary. **Action: Resources, Staffing and Strategy Advisory Group to review and make recommendations for the 6<sup>th</sup> January CPCM.**
- h) **Increase to Northants CALC membership subscriptions from £144.06 (2014) to £260.13 (2015)** to report that the NCALC board resolved by a majority to increase subscriptions. Parish Council to discuss (if necessary) and make resolution. After some discussion and acknowledgement that if Council had to employ outside legal assistance (currently provided within the subscription fees to NCALC), the costs would far outweigh the new proposed subscription rate. Cllr Shanks proposed to continue with membership to NCALC, seconded by Cllr Hill and resolved by Parish Council.
- i) **Terms of Reference for Advisory Groups and Committees (31.14 g and 48.14 j) deferred from 1<sup>st</sup> July** – to discuss and make resolution. Cllr Hill proposed deferral of this item, voted on and unanimously resolved by Parish Council.
- j) **Complaints Policy (previously circulated)** Parish Council to discuss and make resolution. Cllr Hill proposed deferral of this item, voted on and unanimously resolved by Parish Council.
- k) **Heartstart – to discuss and agree resources available for project** – Cllr Thomas reported that there had been no further progress on this yet and she would discuss a joint project with village organisations. **Action: Cllr Thomas to report back to 6<sup>th</sup> January 2015 Parish Council meeting**
- l) **Grant Application - £620 from Creaton Village Hall plus request for annual grant** – Parish Council to discuss and make resolution. Due to the Parish Council only receiving the supporting documentation for the grant at the meeting, Cllr Hill proposed deferral of this item to the Parish Council meeting on 6<sup>th</sup> January, seconded by Cllr Thomas and resolved by Parish Council. **Action: Cllr Thomas (Parish Council Representative on Village Hall Committee) to discuss with Village Hall Committee**
- 68.14 **HIGHWAYS ISSUES (if any) To consider and agree action.**
- a) **Speedwatch/Speeding** (last discussed 5<sup>th</sup> November 2013, 82.13 c, 3<sup>rd</sup> June 17.14 b and 32.14 a) to receive an update (if any). Cllr Hill reported that there appeared to be no support to join the speedwatch scheme. Parish Council resolved that the new Spratton mobile sign appeared to be a good idea and that the Clerk should request details. **Action: Clerk to contact Spratton Parish Council**
- b) **Parking on Violet Lane (School Times) –report and recommendations received from the NCC School Routes to Schools Officer** to receive an update (if any).

The following report was received from Mr J Shah, NCC Safer Routes to Schools Officer (after a site meeting with Creaton Primary School and Cllr Thomas, Creaton Parish Council:-

- 1) *School Warning Sign which is been obscured by overgrowth and vegetation. I have now notified our STREET DOCTOR team – Ref.711878 , if you wish to check on the progress sometime after few weeks or so.*
- 2) *The triangular Road Narrow Warning sign as seen on the pavement outside a private dwelling – this is a PRIVATE ownership . My investigation outcome shows that this sign does not belong to highways . The*

owner seems to have taken the right safety approach in putting this warning sign to highlight, road becoming narrow, behind his parked van.

- 3) Your concerns regarding the school transport drop near the junction of Violet Lane / High Street should be reviewed through mainstream transport. I suggest you contact this team on [mainstreamtransport@mgwsp.co.uk](mailto:mainstreamtransport@mgwsp.co.uk), giving all the details and asking for review and other safer options.
- 4) The present SCHOOL WARNING SIGN facing High Street, does not seem to serve the purpose to warn heavier traffic flow on Violet lane. I will now take this forward and make arrangements to move the sign to another location on Violet lane, near the church on the grass verge. The sign would face towards the traffic going up to school from both the High Street and Violet Lane. This work will be done through my SRTS small works and will be included in my list.
- 5) As discussed I hope to put some temporary high visible board signs on this road, once this signs are ready and available. We will contact you about this again.
- 6) Your concerns about Parking outside the access to school on Violet Lane, is something which can be addressed with two options;
  - A) We can put yellow ZIG ZAG lines – 25 meters outside here subject to a proper technical assessment, and support from the school, parish council. But it needs to be considered carefully, as this lost parking will be displaced further along this narrow road, near the junction. Also during Church services, residents will not be able to park here. But with zig zags in place, and NO cars parked, the school access area will generate better visibility and make it safer for the children.
  - B) Or, we can put a 10 meter WHITE H BAR, It is a road marking, shaped like an elongated 'H' which is placed across a vehicular access or driveway. It is used to remind drivers that it is illegal to park in front of dropped kerb driveways. This will displace few cars outside the school access, but also give the advantage of having clear spaces here.

Please discuss this two options and let me know, after which I will progress this further from my side, and make an application for this work.

- 7) As part of the above scheme, I will make a provision for SLOW road markings at the appropriate position.
- 8) I attach some photos for your reference as requested.
- 9) Please send out regular reminders to driver parents about safer parking and encourage parking further away from the school, and walk little more and please review your School Travel Plan.
- 10) Finally please get in touch with your local PCSO, and work with that team more closely and regularly. Please request your PCSO to give out official Police letters when it becomes necessary and this seems to work quite well with many schools which I have assessed. A past copy of the letter is attached for your attention. This you can discuss with your local PCSO and edit for your school needs.

Parish Council considered the report and recommendations and after some discussion, Cllr Hill proposed option 6B as the preferred solution voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to submit formal request to the Safer Routes to Schools team**

- c) **NCC/MGWSP Members News (July)** – details received of works done and due to be done. Parish Council noted.
- d) **Knicknacks Footpath (Adjacent to School entrance) – standing water** – to receive an update and agree any further action. It was reported that NCC had removed the tree roots at the top of the footpath and put a layer of tarmac over the dip, however, unfortunately, the tree roots were already coming up again through the tarmac. NCC has also in filled the dip outside the school gate, where water has been pooling, with tarmac. After some discussion, Parish Council resolved to monitor the situation.
- e) **Village sign (Produced by Moulton College)** – to receive an update  
Parish Council agreed that they were very pleased with the sign and that letters of thanks should go to the student designer and Moulton College. **Action: Clerk to do letters**

69.14

**CEMETERY/CHURCH-YARD AND OPEN SPACES ADVISORY GROUP (CCOS)**  
Members: Cllr James Hill, Geoff White, Sylvia Winter and Mr Michael Rogerson

- a) **Greenworks/Maintenance issues -**
  1. Maymoor – to report that there are 2 cuts remaining and the next cut has been requested to be prior to the Remembrance Service. The final cut will be in the new year prior to the start of next season. A parishioner had offered to cut the Churchyard if Maymoor could not do it for some reason. **Action: Clerk to let Cllr Winter know if Maymoor had a problem.**
  2. Works to Memorials – The Clerk reported that the Moulton procedures for informing families had been requested and would be circulated.
- b) **Burials / Memorials - To report**  
There were none.
- c) **Annual Village Walk and risk assessment** – (updated Village document previously circulated), discuss and make resolutions as to actions necessary (if any). Cllr Hill proposed a vote of thanks to Cllr R Thomas for preparing the report. Parish Council resolved to adopt the report and monitor the outstanding actions.
- d) **DDC Notification of removal of Ash Tree (Violet Lane) under 5 day notice due to emergency**  
**To discuss and make resolution**

70.14

Cllr Hill proposed to approve the removal (retrospectively as had been agreed in an email consultation due to urgency), voted on and unanimously resolved to be approved by Parish Council.

**CREATON PLANNING EXECUTIVE COMMITTEE (PEC) incorporating Neighbourhood Planning**  
Chairman: Cllr James Hill, Members: Cllrs Jane Shanks, Claire Thomas, Geoff White, Sylvia Winter and Mrs L Toombs

- a) **Update on Planning Applications (if any) to discuss and make resolution (if any)** – there was nothing further to report.
- b) **Minutes of the CPC Planning Executive Committee Meeting held on 15<sup>th</sup> September 2014 (previously circulated) to discuss and make resolution.**
- c) **Planning Applications Received - consider (if any) and make resolution as to decision**

**Application No: DA/2014/0750**

Description: Outline application with some matters reserved for demolition of existing building and

construction of 2 No. detached dwellings. Part change of use of paddock land to residential garden. Location: Buildings At Litchfield Lane, Creaton, Northamptonshire  
The above application is expected to be considered by the Planning Committee on 29 October 2014 and DDC recommendation is for Approval. However, the application will be decided by the Councillors of that Committee who may or may not follow my recommendation. All Committee Meetings are open to members of the general public and start at 6.15 p.m. in the Council Chamber.

**Application No: DA/2014/0750**

Description: Outline application with some matters reserved for demolition of existing building and construction of 2 No. detached dwellings. Part change of use of paddock land to residential garden.

Location: Buildings At Litchfield Lane, Creaton, Northamptonshire

The District Council has received additional plans/information for the above application which will be available for inspection via our website [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk) within the next few days.

Parish Council noted the additional information and, after some discussion, resolved that it did not change the original decision to object to the proposed development.

**c) Planning Decision Notices - To report (if any)**

There were none.

**d) Spratton Neighbourhood Plan** – to report that there is a 6 week consultation on the draft Plan due to end on Weds 10<sup>th</sup> December. To discuss and make resolution

After some discussion, Cllr Hill proposed responding that there was no comment to make as the Plan would not have an impact on Creaton, voted on and unanimously resolved by Parish Council.

**71.14 POLICE AND NEIGHBOURHOOD WATCH**

**a) Crimes/ASB's in Creaton** - To report that there were no crimes or ASB's reported in September.

**b) Neighbourhood Watch – Co-ordinator: Ian Keer** - to receive an update report, discuss and make resolution as to action (if necessary) See Public Forum

**72.14 NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS AGM Saturday 18 October 2014**

A brief report from the Clerk was previously circulated. To receive minutes, discuss and make resolution, if any. The minutes had not yet been received.

**73.14 VILLAGE LINK – DEADLINE FOR EDITORIAL 3<sup>rd</sup> November** To report: The Clerk has secured an extension until 5<sup>th</sup> November. Parish Council to discuss and agree items for inclusion. Due to the continued clash between the Parish Council meeting and the deadline for the Village Link Parish Council editorial leading to an overload of work for the Clerk. Cllr Aveyard proposed taking over responsibility for producing the Parish Council pages in Village Link, seconded by Cllr Hill and resolved to be approved by Parish Council.

**74.14 CREATON CONTACTS** – to receive revised draft, discuss and agree any action prior to publication

The revised draft was tabled and the Clerk reported that the Twigden Barns leaseholders had not yet responded. Parish Council resolved that the Clerk should make copies to put in the Post Office and Poppies. **Action: Clerk to copy.**

**75.14 CORRESPONDENCE RECEIVED (not already on the agenda)** To review and agree action where necessary.

The following had been received, discussed and actions resolved where necessary (Bold, Italics)

**a) DDC Electoral Role as at 1st December 2014 – form to complete – Action: Clerk to complete**

**b) NCC Consultation: Title:** Northamptonshire Fire and Rescue Service draft Community Protection Plan Update and Review 2015 **Subject:** Fire Service Fire Emergency **Start Date:** 21 Oct 2014 **End Date:** 12 Jan 2015 **Result Date:** 01 May 2015 **Overview:** We produce an annual Strategic Plan through the Integrated Risk Management Planning (IRMP) process which details the improvements the Service will be addressing. In 2012, the Service consulted and published a four year plan covering the period 2013 – 2017 and this year we have produced a second Annual Review 2013/14 and Action Plan 2014/15 of our progress in Year Two and also looking ahead to work planned for Year Three.

**c) NCC Consultation: Title:** Creating Sustainable Communities: Planning Obligation Framework and Guidance 2014 Refresh

**d) Subject:** Planning Development **Start Date:** 22 Oct 2014 **End Date:** 03 Dec 2014 **Result Date:** 17 Dec 2014 **Overview:** The Creating Sustainable Communities: Planning Obligations and Framework Guidance (“the Guidance”) has been produced to provide consistent guidelines on the types of obligations the County Council would seek from development (both residential and non-residential) in Northamptonshire. The Guidance should be regarded as a transparent guide to the County Council’s approach to development and provides developers and local planning authorities with information in advance of any planning application.

**e) DDC Christmas Helping Hands** – to discuss if participating. Parish Council resolved that this was a worthwhile cause which would be supported if volunteers were available to participate.

**f) Parish and Town Councils meeting Thursday 11<sup>th</sup> December 2014** – respond with items for agenda and name of representatives by 21<sup>st</sup> November. Cllr Thomas kindly agreed to attend this. Parish Council resolved to put the issue of overgrown hedges and verges on the agenda. **Action: Clerk to inform DDC**

**76.14 GENERAL CORRESPONDENCE RECEIVED – to note (Clerk and/or Cllrs to publicise where necessary)**

**a) Northants Rural Housing Association Annual Report 2013/14**

**b) Rural Opportunities Bulletin**

**c) Daventry Calling**

**d) DDC Polling Station Review** - The initial phase of the review has now been completed and the Returning Officer is consulting on his proposals. There were no changes proposed to the polling stations currently



used, Creaton Village Hall, Teeton Lane, Creaton, as no major issues were reported.

- e) **NCALC E Update Sept 2014**
- f) **DDC Untaxed Cars Service** - you can now find out if that car parked on a street near you for days on end is actually taxed and has a current M.O.T. certificate. The link below allows anyone to check as many cars as they want. It will tell you when the vehicle is taxed to and when the M.O.T. expires. If its tax has expired by two months or more you can contact ELVIS (End of Life Vehicle Impound Scheme) by phoning 101 - when it asks for the department say Elvis and it will connect you. They'll then arrange for it to be removed through the Council's Environmental Protection team.  
<https://www.vehicleenquiry.service.gov.uk/>
- g) **Healthwatch Northamptonshire**
- h) **DDC Christmas Waste and Recycling programme**
- i) **DDC Clothes for Christmas campaign**
- j) **Daventry Over 50's Christmas Tea Dance – Weds 10<sup>th</sup> December 2-4**
- k) **Big Switch Campaign** - Big Switch Daventry District, a collective energy switching scheme. The scheme is being run in partnership with iChoosr and has been spearheaded by the LGA, with a number of other Councils taking part nationally. The aim is to help people to switch energy provider to save money and lower fuel bills to alleviate fuel poverty.
- l) **New Daventry Community website**
- m) **Young Adult Carers Workshop event** – Friday 28<sup>th</sup> November

- 77.14 **URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**
- a) **SLCC Conference 5<sup>th</sup> and 6<sup>th</sup> February 2015, Stratford upon Avon, Clerk request to attend – Action: Clerk to circulate costs and bring forward for discussion at the January CPCM.**
  - b) **Welcome Pack** – Parish Council resolved that the Welcome letter and Pack would need to be re-done. **Action: Clerk to bring forward for 6<sup>th</sup> January CPCM**
- 78.14 **DATE OF NEXT MEETING- Planning Executive Committee (if necessary) Tues 2<sup>nd</sup> December 2014, Ordinary Parish Council Meeting: Tuesday 6<sup>th</sup> January 2015**

*Meeting Closed: 10.15 pm*

Chairman Signature.....

Dated: .....

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

Tuesday 3<sup>rd</sup> February 2015 Planning Executive Committee Meeting  
Tuesday 3<sup>rd</sup> March 2015 - Ordinary Parish Council Meeting  
Tuesday 7<sup>th</sup> April 2015 Planning Executive Committee Meeting  
Tuesday 5<sup>th</sup> May 2015 Annual Meeting of Parish Council (AGM)  
Tuesday 12<sup>th</sup> May 2015 Annual Meeting of Creaton Parish