

CREATON PARISH COUNCIL

Chairman: Councillor James Hill

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

Tel/Fax 01604-880727
Email: creatonpc@tiscali.co.uk

Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 2nd September 2014** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllrs James Hill, Chairman, Sylvia Winter, Vice-Chair, Reg Thomas, Claire Thomas and Geoff White
5 members

In attendance:- District Cllrs Ian Barratt, Kevin Parker and Liz Wiig, Lynne Compton, Clerk and RFO plus
two members of the public

43.14 PUBLIC FORUM 15 mins

Members of the press and public are welcome to attend. There were two members of the public present and the following representations made:-

a) Village Hall

1. Notification of reduced income through playgroup relocating to Great Creaton Primary School
2. Roof had now been repaired. Thanks were expressed to Cllr Hill for all his assistance.

b) Probation Trust (Village Hall Works)

Village Hall very pleased with all works done and confirmation that they would donate £100 towards the final bill plus write a letter of thanks. **Action: Clerk to provide an invoice**

44.14 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE

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

45.14 **RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING** held on Tuesday 1st July 2014. Cllr Hill proposed approval, seconded by Cllr Thomas and resolved to be approved as an accurate record of the meeting by Parish Council. The Chairman subsequently signed the minutes.

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

47.14 MATTERS ARISING FROM PREVIOUS MINUTES (Clerk's Report for information only)

a) **Rural Housing Policy Review (Lord Best)** – to receive the submitted response for the file (Cllr White). Cllr White reported that the response had been submitted but due to the format (Survey Monkey) it was not possible to obtain a copy.

b) Phase 3 Streetlighting

It was reported that: The phase 3 lantern change had been completed and Cllr Thomas had received the test certificates from Balfour Beatty. The invoice was sent back due to being incorrect. The revised invoice together with the test certificates would be forwarded to the Clerk so that EON can be informed and amend the unmetered supply tariff. **Action: Cllr Thomas to forward documents to the Clerk, Clerk to complete relevant form to amend unmetered supply tariff**

c) **Heartstart** - to receive an update – Cllr Thomas reported that the full cost of a defibrillator was £1,000 which would be partially met by the National Fire and Rescue Service together with British Heart Foundation with a grant of £600. This would leave £400 to be found from other sources. A defibrillator had recently been fitted in Winwick. Parish Council agreed that this was an excellent idea and that Cllr Thomas should continue with the process by having Creaton assessed for suitability by the East Midlands Ambulance Service (EMAS) (who hold details of all the call outs for heart related issues) and investigate additional funding sources. **Action: Cllr Thomas to report back to November CPCM**

48.14 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 Mrs Michelle Aveyard

a) **Bank Balances as at 31st July 2014** - Parish Council resolution to approve
Current: £200
Deposit: £17,592.42

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

b) **Royal British Legion** – request for donation towards a Poppy Wreath for the village - £25 – to discuss and make resolution. Clerk Note: in budget, Power to Pay LGA 1972 s137. Cllr Hill proposed approval, seconded by Cllr Winter and resolved to be approved by Parish Council.

- c) **Resolution to approve payment of outstanding accounts plus any additional payments.** Proposed by Cllr Hill, seconded by Cllr White and resolved to be approved by Parish Council.

DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT	POWER TO PAY
09/07/2014	EON	Streetlighting Electricity	543	£215.93	PCA 1957 s3
09/07/2014	LYNNE COMPTON	Mileage Jan to June 2014 - £124.05 and Expenses (re-imbursment for Stationery and stamps) - £20.82 Mileage and expenses	544	£144.87	LGA 1972 s112
28/07/2014	LYNNE COMPTON	July Salary (£312.04), Use of Office (£18), Broadband/mobile (£2)	545	£332.04	LGA 1972 s112
28/07/2014	NCC LGSS	Clerk Pension	546	£124.51	LGA 1972 s112
28/07/2014	AUTELA LTD	Payroll Services	547	£16.23	LGA 1972 s112
		TOTAL (Cheques signed outside meetings)		£833.58	
DATE	PAYEE	DETAILS	CHEQUE NO.	AMOUNT	POWER TO PAY
02/09/2014	LYNNE COMPTON	August Salary	548	£332.04	LGA 1972 s112
02/09/2014	NCC LGSS	Clerk Pension	549	£124.51	LGA 1972 s112
02/09/2014	AUTELA LTD	Payroll Services Inv 5430	550	£26.73	LGA 1972 s112
02/09/2014	ROYAL BRITISH LEGION POPPY APPEAL	Donation towards Poppy wreath for the village	551	£25.00	LGA1972s137
02/09/2014	CREATON VH COMMITTEE	VH hire 2/9	552	£7.50	LGA 1972 s112
		TOTAL (Cheques for signature at meeting)		£515.78	

- d) **Income** to report (if any) – none to report.
- e) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution –to be tabled. The RFO reported that due to Annual Leave, this was not yet finished. **Action: RFO to circulate when completed.**
- f) **External Auditors Report (BDO) (to be tabled)** – to review, discuss and make resolution. The report was tabled and there were no issues arising. Cllr Hill proposed adoption of the report and payment of the invoice (£100 ex VAT), seconded by Cllr Winter and resolved to be approved by Parish Council.
- g) **Pension Discretion Policy (Mrs Aveyard)** – to report that this had not yet been finalised, discuss and make resolution. Parish Council and the RFO expressed their thanks to Cllr Aveyard for putting together this lengthy document. Cllr Hill proposed deferral of this item to the November meeting, seconded by Cllr Winter and resolved by Parish Council. **Action: Clerk to inform LGSS of delays and bring forward to November agenda.**
- h) **LGPS Bulletin 30** – to review and agree any action necessary. Parish Council resolved no action necessary.
- i) **Increase to Northants CALC membership subscriptions from £144.06 (2014) to £260.13 (2015)** on the basis that the AGM supports the board’s recommendation at its AGM in October. Cllr Hill proposed that two representatives should attend this important meeting, seconded by Cllr White and resolved by Parish Council. **Note: Due to lack of Clerk hours and cost representatives if possible to be councillors**
- j) **Terms of Reference for Advisory Groups and Committees (31.14 g) deferred from 1st July – to discuss and make resolution** - the Clerk had re-circulated the amended document. Cllr Hill proposed deferral of this item to the November meeting as Councillors had not all fully considered. **Action: Cllr Hill to bring forward to October**
- k) **Request for Creaton Playing Field Assoc. for the Parish Council to purchase a Basketball hoop for the village (31.14 e)** – to report that the recently elected County Councillor Cecile Irving-Swift has not yet released any funds from the Empowering Towns and Councils fund to assist with this purchase. **Action: Clerk to follow up**
- 49.14 **HIGHWAYS ISSUES (if any) To consider and agree action.**
- a) **Speedwatch/Speeding** (last discussed 5th November 2013, 82.13 c, 3rd June 17.14 b and 32.14 a) to receive an update (if any) from Cllr Hill. Cllr Hill reported that speeding through the village was still a real problem. The Speedwatch Campaign required 20% of the electorate to agree to it. The Clerk reported that in addition, an organiser was necessary together with a minimum of 10 volunteers to run

the programme. Cllr White reported that a form had been sent round to every household last year but there had been little or no response and suggested that the only option would be for Councillors/volunteers to go door to door. It was also reported that the Police Speeding detection equipment was doing regular checks on the Welford Road. **Action: Cllr Hill to investigate further and report back to Parish Council**

- b) **Parking on Violet Lane (School Times)** to receive an update (if any). Cllr Thomas reported that School's Safety Officer would be returning in September. **Action: Cllr Thomas to report back to November meeting**
- 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. The following was reported:-
 1. Issue reported to Street Doctor under reference 702323
 2. Interim Rights of Way Officer, Stephen Haynes informed via email – 'Northamptonshire County Council does not own the land over which this public right of way runs they merely enforce and maintain the public right of access on foot along it, meaning that any works that could possibly be carried out would have to be either carried out or agreed with by the landowner of this path.' He will endeavour to re-visit the site when wet.
 3. Creaton Primary School have a right of way over the footpath from Welford Road to the School gate
 4. No clarification yet on who actually owns the footpath
 5. Site was identified to be very muddy on Village Walk

After some discussion, Parish Council resolved the following **actions: Cllr Shanks to continue investigations on who owns the land. Cllr Hill to discuss with Creaton Primary School at a forthcoming meeting.**

- e) **Village sign (Produced by Moulton College)** – to receive an update. The Clerk reported that Moulton College had confirmed in July (before the Summer holidays) that it was nearly finished but that nothing had been heard since. **Action: Clerk to follow up.**
- f) **Ducklings (Re located to School) parking** - It was reported that Ducklings had been given the use of the main school and Bricklayers Arms car parks.

50.14

CEMETERY AND CHURCH-YARD STEERING GROUP (CCSG)

Members: Cllr James Hill, Geoff White, Sylvia Winter and Mr Michael Rogerson

- a) **Greenworks/Maintenance issues – The following were discussed and actions agreed where necessary (bold, italics)**
 1. Greenworks specification – to receive additions to specification (Cllr White), discuss and make resolution – **referred to CPC Cemetery and Churchyard Steering Group (CCSG)**
 2. Applications for permission to carry out works to trees (Lime trees in Churchyard) to receive a report. **Cllr White reported that he had emailed the DDC Tree Officer but had not yet received a response. Clerk to follow up**
 3. Tree with embedded guard on Creaton Village Green (17.14 a and 33.14 f) – to receive a report, discuss and make resolution as to action (if necessary) **Cllr White reported that he had emailed the DDC Tree Officer but had not yet received a response. Clerk to follow up**
 4. Overgrown Verge adjacent to 1 Teeton Lane – It was reported that the resident had been advised that the verges were the responsibility of Northamptonshire County Council and referred to 'Streetdoctor' to report the issue.
 5. Probation Trust Community Payback Team – to receive an update and discuss if necessary. The Clerk reported that the project had been suspended for the moment due to issues with the team.
 6. Flooding on the Playing Field – to report that a letter had been sent to Cottesbroke Estates requesting that this is addressed as soon as possible.
 7. Possible Knotweed in corner of Churchyard- to receive report and quotation, discuss and make resolution. Cllr White reported that this had turned out not to be Japanese Knotweed.
 8. Creaton Cemetery – request for works to be done by individuals rather than a contractor. Parish Council resolved that the decision that the works should be done by a contractor stood. **Action: Clerk to inform family and let them know that works were being done in the cemetery once a programme of works had been drawn up by the CPC Cemetery and Churchyard Steering Group.**
 9. Creaton Cemetery and Churchyard – numerous landscape maintenance issues, sinking graves tilted headstones – to discuss and make resolution as to action. **referred to CPC Cemetery and Churchyard Steering Group (CCSG)**
 10. Grass Cuttings not removed by contractors – **Action: Clerk to contact Maymoor Landscapes**
- b) **Burials / Memorials - To report**

Bonhams – L H Matts – burial Monday 15th September 2014 – details now received. The Clerk reported that a new plot had been allocated after discussions with the Funeral Directors. **Action: Clerk and Cllr White to mark the plot. Clerk to draw up necessary paperwork and invoice.**
- c) **Annual Village Walk and risk assessment** – to receive a report, discuss and make resolutions as to actions necessary (if any) – the report had not yet been finalised. The Clerk reported the issues with the bus stop (reported last year) had been followed up again with NCC and they would look into. Cllr Thomas kindly agreed to do the report. **Action: Cllr Thomas**
- d) **DDC Wildflowers Project – To report**

There will be a wildflowers second phase information meeting on Wednesday 17th September at 6:30pm at Committee Rooms 1 and 2 of the Council offices with tea and coffee provided. Please

register to advise you are interested in this project and to attend the meeting by completing the online information form here: www.surveymonkey.com/s/WildflowersSecondPhase

To discuss and agree any action. Parish Council resolved that the details should be passed onto Natural Creaton. **Action: Clerk**

51.14

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)**

1. **Works at the Manor House, Creaton (34.14 a3)** – to receive an update and discuss if necessary. There was nothing further to report.
2. **College Farm (NCC Owned Land)** – To report: Mr D Smith (NCC Senior Estates Surveyor – Disposals) has confirmed that a planning application for 2 dwellings is in the process of being validated – it was reported that this application had now been received for response by Tuesday 23rd September. Cllr Hill proposed that a CPC Planning Executive Committee Meeting should be held to discuss the application on Monday 15th September 2014, voted on and unanimously resolved by Parish Council. **Action: Clerk to source a venue, publicise the notice of the meeting and agenda, invite the applicant and request a hard copy of the plans.**
3. **Possible Teeton Lane development** – It was reported that the developers had problems with providing Highways solutions with issues raised by NCC Highways.

b) **Planning Applications Received - consider (if any) and make resolution as to decision**

Application No: DA/2014/0606

Description: Remove tree within a conservation area

Location: Green Farm House 28, The Green, Creaton, NN6 8ND

Respond by: 20 August 2014

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

Cllr White proposed "no observations", voted on and unanimously resolved by Parish Council.

Application No: DA/2014/0685

Description: Work to tree within a Conservation Area

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

Respond by: 9 September 2014

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

Cllr White proposed "no observations", voted on and unanimously resolved by Parish Council.

c) **Planning Decision Notices - To report**

Appeal Ref: APP/Y2810/A/14/2218435

Willowbrooke House, Grooms Lane, Creaton, Northamptonshire, NN6 8NN.

Appeal dismissed. Parish Council noted

- d) **Offer from DDC Planning Committee Chairman, Steve Osborne** to meet with parishes to discuss the role of planning committee councillor – to discuss and make resolution. Parish Council resolved that the Clerk should respond with a polite decline. **Action: Clerk**

52.14

POLICE AND NEIGHBOURHOOD WATCH

- a) **Crimes/ASB's in Creaton** - To report that there were no crimes or ASB's reported in June. The following crimes were reported in July:- 05 Jul: Bricklayers Arms – mobile phone taken from chair

b) **Crime/ASB reports**

It was reported that confirmation had been received that the Crime/ASB reports do not include domestic issues, neighbour disputes or child abuse issues however that all crimes could be viewed by going on the Police website. Parish Council resolved that the Clerk should include a note to this in Clerk's Report in the Village Link. **Action: Clerk**

- c) **Neighbourhood Watch (NHW) – Co-ordinator: Ian Keer** - to receive a report from the meeting held on Tues 5th August, discuss and make resolution as to action (if necessary). It was reported that this had been very well attended and 21 volunteers had signed up. There had been a suggestion from NHW that £1 donation per household might be requested by NHW towards materials, alternatively this might come from Parish Council funds. **Action: Cllr Hill to discuss funding with Mr Keer**

- d) **Community Panel Meeting** – Minutes of the meeting held on 17th July 2014 (previously circulated) – to discuss and make resolution as to action (if any) – Parish Council resolved no action necessary.

53.14

CREATON VILLAGE HALL COMMITTEE

- a) **AGM Minutes 20th May 2014 (un-adopted)** - previously circulated – to discuss and make resolution(s) on any action necessary (if any). **Parish Council resolved that a grant form should be sent to the Village Hall Committee. Action: Clerk**

54.14

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS AGM Saturday 18 October 2014 at the Saxon Hall, Raunds with business starting at 10:00 a.m. and ending by 1:00 p.m. To discuss and agree items for agenda (if any) and representation. Parish Council resolved no agenda items to add and as per point 48.14 i) 2 representatives to attend to make representation on the issue of increased fees which represented almost double the cost for small councils. No one stepped forward to attend at the meeting. **Action: Clerk to follow up.**

55.14

VILLAGE LINK – DEADLINE FOR EDITORIAL 1st Sept

To report: The Clerk has secured an extension until 4th September. Parish Council to discuss and agree items for inclusion. The following items were agreed: 1. Usual Clerk summary of items of interest from the minutes. 2. Heartstart and details of first aid training. Thank you to History Society for cleaning of the war memorial.

56.14 **CREATON CONTACTS** – to receive revised draft, discuss and agree any action prior to publication. The Clerk had circulated the revised format Creaton Contacts and reported that the new phone number for Ducklings Pre-School Playgroup was still awaited. The Clerk further reported that no response had been received regarding units in Twigden Barns. Parish Council resolved that the document could be published subject to addition of new number from Ducklings and confirmation from Twigden Barns on whether they wish to have entries. **Action: Cllr Hill to discuss with Twigden Barns owners, Clerk to re contact Ducklings and print copies of Creaton Contacts.**

57.14 **CORRESPONDENCE RECEIVED (not already on the agenda)**The following was reviewed actions agreed where necessary (Bold, Italics)

- a) **Northamptonshire Acre – Village Viewpoint**
- b) **DDC – Neighbourhood Plan resources**
- c) **Title:** Northamptonshire Pharmaceutical Needs Assessment Surveys **Subject:** Medical Care and Advice **Start Date:** 06 Aug 2014 **End Date:** 30 Sep 2014 **Result Date:** 30 Apr 2015 **Overview:** Northamptonshire County Council are working to produce a local 'Pharmaceutical Needs Assessment' (PNA), which will help ensure everyone living in this area has the right access to pharmacy services.

By completing this survey you will be making sure that your views influence the services delivered from your local pharmacy.

Cllr Winter reported that there were already pharmacy services in Creaton Post Office and Stores. After some discussion, Cllr Hill proposed that the response be delegated to Cllr Thomas (Pharmacist), unanimously resolved by Parish Council. **Action: Cllr Thomas to respond**

- d) **Request for audit of artistic activities in the village - MP Chris Heaton Harris – Action: Clerk to send a copy of Creaton Contacts**
- e) **Northamptonshire County Association of Local Councils Eupdate - noted**
- f) **Sustainable Communities Act** – Request for Parish Council to put forward a proposal regarding selling electricity. Parish Council resolved that no response was necessary.
- g) **Polling Stations Review on suitability – Creaton Village Hall - respond by 22nd August 2014.** Parish Council resolved that the Village Hall was a suitable venue. **Action: Clerk to respond**

58.14 **GENERAL CORRESPONDENCE RECEIVED – The following was noted (Clerk and/or Cllrs to publicise where necessary)**

- a) **Daventry Citizens Advice Bureau – raising awareness. They have asked for an article to go in the newsletter. Clerk has passed on details of Village Link editor.**
- b) **Centre Tank - Oil Tank Information Pack**
- c) **Hinterland – Rural information – 22nd August**
- d) **Northamptonshire County Council news**
- e) **NCC – Blue Badge and Bus Pass Applications can now be done on line**
- f) **DDC – Year book**
- g) **County Councillor Cecile Irving-Swift – letter of introduction**
- h) **DDC – Mobile Phone signal boost for rural areas**
- i) **NCC Mobile Library Review – Changes to Mobile Library timetable**
- j) **CPRE Northants Road Shows** will be on Thursday 30 October from 6.00 to 9.00 pm at Great Houghton village hall. The theme is Conserving our Past and Questioning our Future Parish Council matters, ancient & modern: Ridge & Furrow fields and Solar Farms
- k) **Information following Five Year Land Supply Meeting 02nd July 2014**
- l) **Parish and Town Councils Meeting** – Minutes of 19th June and notice of next meeting on Thursday 11 December 2014, 6.30pm, Council Chamber, Daventry District Council. Cllr Thomas offered to attend the December Parish and Town Councils meeting.
- m) **NCC – Information on Superfast Broadband for Creaton. Action: Cllr Thomas to put on NB**
- n) **Whiterock Homes (Rural Development Specialists) – approach to explore if Creaton has any affordable housing plans**

59.14 **URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**

- a) **Adverts appearing on website** – Action: Clerk to investigate and re-confirm Gold status (no adverts) with Spanglefish (website provider)
- b) **Approach from Creaton Primary School to Parish Council Chairman on village issues** – The Chairman reported that he would shortly meeting Mr Newton to discuss and would report back to Parish Council.

60.14 **DATE OF NEXT MEETING- Planning Executive Committee (if necessary) Tues 7th October 2014, Ordinary Parish Council Meeting: Tuesday 4th November 2014**

Chairman Signature..... Dated:

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

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