

CREATON PARISH COUNCIL

Chairman: Councillor James Hill

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

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Minutes of the Meeting of Creaton Parish Council

Held on **Tuesday 3rd March 2015** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllrs James Hill (Chairman), Michelle Aveyard, Jane Shanks, Reginald Thomas, Claire Thomas, Geoff White and Sylvia Winter (Vice-Chair)

In attendance: Lynne Compton (Clerk and RFO), Mrs Linda Toombs (Creaton PC Planning Executive Committee), Mr N Ozier (Aitchison Raffety, Incorporating Brian Barber Associates), Lucy Hudson (Ducklings Pre-School Playgroup, Ian Watson (Creaton Playing Field Committee) plus 9 members of the public

- 95.14 PUBLIC FORUM 15 mins**
Members of the press and public are welcome to attend. There were 9 members of the public present. Representation was made on the following:-
- a) **Land at Court House Close Creaton:**
1. Revised sketches from the developers (Aitchison Raffety) and an indication that the plans had been revised to include smaller more affordable Housing
 2. Support for the proposed outline planning application
 3. Opposition against the proposed outline planning application
 4. Poor drainage in Court House Close
 5. Concerns over access, especially Emergency Vehicles and volume of traffic onto existing Court House Close
- b) **Ducklings Pre-School Playgroup:** Lucy Hudson, Chair outlined the reasons for the application
Public Forum Closed: 7.55 pm
- 96.14 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE**
All present, there were none.
- 97.14 RESOLUTION TO APPROVE AND SIGN MINUTES OF THE MEETING** held on Tuesday 6th January 2015. Cllr Hill proposed approval, seconded by Cllr Reg Thomas and resolved to be approved by Parish Council.
- 98.14 ELECTRONIC SUMMONS CONSENT FORMS** – To receive. The forms were received and would be scanned in and held on an electronic file by the Clerk.
- 99.14 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda** - There were none.
- 100.14 MATTERS ARISING FROM PREVIOUS MINUTES (IF ANY) FOR INFORMATION ONLY**
There were none.
- 101.14 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) **Updates – to discuss and make resolutions (if any)**
1. **Creaton Village Hall Business Plan** – update (if any) from Cllr C Thomas. There was nothing further to report. It was also suggested that ownership of the Village Hall should be ascertained. **Action: Cllr Thomas to contact Creaton Village Hall Committee**
- b) **New/revised policy documents relating to Clerk holiday entitlement record keeping and approvals. To discuss and make resolutions (if any).**
1. **New/revised policy documents** (Clerk Holiday entitlement, record keeping and approvals – these had not yet been reviewed. Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on **Thursday 26th March 2015, 7.30 pm** at **Cllr Aveyard's House**, seconded by Cllr Aveyard and resolved by Parish Council.
 2. **Mileage and Expenses:** Cllr Winter proposed that all expenses should be claimed by the 31st of March of each financial year with immediate effect, seconded by Cllr Aveyard and resolved to be approved by Parish Council. **Action: Clerk to amend Financial Regulations and implement.**
 3. **Office Photocopier and Phone:** The Clerk reported that these invoices, split between Spratton (50%), Creaton (30%) and Pitsford (20%) would be ready shortly. **Action: Clerk**

- c) **Bank Balances as at 31st January 2015** - Parish Council resolution to approve. Cllr Reg Thomas proposed approval, seconded by Cllr Hill and resolved by Parish Council.

NAT WEST BANK ACCOUNT (as at 30/01/2015)	
Community A/C	£200.00
Reserve A/C	£19,994.34
	£20,194.34

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

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT	VAT	ACCOUNT/ NOTES	POWER TO PAY
20/01/2015	EON	Street lighting Electricity	580	£191.57	£9.12		PCA 1957 s3
20/01/2015	BENCH CRC Ltd (Bedfordshire, Cambridgeshire, Northamptonshire and Hertfordshire Community Rehabilitation Company)	Community Payback donation for village maintenance works undertaken in 2014	581	£166.67		Projects	Open Spaces Act 1906 s9
28/01/2015	VILLAGE LINK	Donation to VL for December 2014/January 2015 edition	582	£50.00		Newsletter	LGA 1972 s112
28/01/2015	LYNNE COMPTON	Salary: £426.99 and Project Work: £250 less tax and employee pension, Use of Office: £18, Mobile/Broadband: £2	583	£531.56		Salaries & Pension/ Office	LGA 1972 s112
28/01/2015	AUTELA LIMITED	Payroll Jan, Feb and Mar 2015	584	£26.73		Office	LGA 1972 s112
28/01/2015	NCC LGSS	Jan 2015 Pension Contributions (Employer-£157.74, Employee - £37.23)	585	£194.97		Salaries & Pension	LGA 1972 s112
27/02/2015	LYNNE COMPTON	Salary: £426.99 less tax and employee pension plus Use of Office: £18, Mobile/Broadband: £2 plus £3.87 mileage	586	£342.31		Salaries & Pension /Office	LGA 1972 s112
		Total Signed between meetings		£1,503.81	£9.12		
03/03/2015	SLCC Enterprises Ltd	Clerk attendance at SLCC Conference 5 and 6th March 2015: total cost £235 plus VAT: Creaton share - 30% = 70.50 plus VAT £14.10	587	£84.60	£14.10	Training	LGA 1972 s112
03/03/2015	SLCC	Society of Local Clerks Subscription which includes copy of The Clerk Magazine, free industry training and networking meetings (list attached) etc - Total Cost £187, Cost to Creaton: 30% = £56.10	588	£56.10		Subs	LGA 1972 s112
03/03/2015	NCC LGSS	Feb 2015 Pension contributions (Employer: £99.49, Employee £23.48)	589	£122.97		Salaries & Pension	LGA 1972 s112
03/03/2015	INFORMATION COMMISSIONER	Data Protection Registration Renewal for 17 th March 2015 to 16 th March 2016	590	£35.00		Subs	LGA 1972 s112

03/03/2015	BALFOUR BEATTY LIVING PLACES LIMITED	Creaton- Phase Four of Street Lighting Lanterns Upgrade	591	1154.74	192.46	Projects: Streetlighting	PCA 1957 s3
		Total for signature at March meeting		£1453.41	£206.56		
		Total (20/1 to 3/3 2015)		£2957.22	£215.68		

e) **Income to report.** Parish Council noted.

DATE	PAYEE	DETAILS	RECEIPT NO:	AMOUNT	ACCOUNT
31/12/2014	NAT WEST	Bank Interest	STAT	£0.77	Interest
30/01/2015	NAT WEST	Bank Interest	STAT	£0.67	Interest
10/03/2015	NORTHAMPTONSHIRE COUNTY COUNCIL	Empowering Councils Fund Grant for Footpaths		£500.00	Projects
25/02/2015	HMRC	2014/15 VAT Refund		£401.78	VAT
		TOTAL RECEIPTS		£903.22	

f) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report (circulated previously)** – to review and make resolution. Cllr Reg Thomas proposed approval, seconded by Cllr Hill and resolved to be approved by Parish Council

g) **VAT (HMRC Notice 749)**

- 2013/14 Refund – to report that the remittance advice for £401.78 had now been received.
- 2014/15 Refund – Parish Council to discuss and make resolution. Cllr Hill proposed approval of the refund application for £481.89. **Action: Clerk to complete relevant form and submit.**

h) **Terms of Reference for Advisory Groups and Committees (31.14 g, 48.14 j and 84.14 g) deferred from 4th November and 6th January – to discuss and make resolution.** Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on **Thursday 26th March 2015, 7.30 pm** at **Cllr Aveyard's House**, seconded by Cllr Aveyard and resolved by Parish Council. **Action: Resources Advisory Group to make recommendation to the Annual meeting of Parish Council on Tuesday 5th May 2015**

i) **Complaints Policy (84.14 g deferred from January 2015 meeting)** Parish Council to discuss and make resolution. The Clerk had circulated the current and previous complaints policy, outlining the proposed changes. Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on **Thursday 26th March 2015, 7.30 pm** at **Cllr Aveyard's House**, seconded by Cllr Aveyard and resolved by Parish Council. **Action: Resources Advisory Group to make recommendation to the Annual meeting of Parish Council on Tuesday 5th May 2015**

j) **New Transparency Code for Councils with a turnover less than £25,000 (previously circulated together with Clerk advice) (84.14 h deferred from January 2015 meeting) to receive recommendation from Resources Staffing and Strategy Advisory Group** – Parish Council to discuss and make resolutions. Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on **Thursday 26th March 2015, 7.30 pm** at **Cllr Aveyard's House**, seconded by Cllr Aveyard and resolved by Parish Council. **Action: Resources Advisory Group to make recommendation to the Annual meeting of Parish Council on Tuesday 5th May 2015**

k) **Daventry District Council Code of Conduct Amendment: to receive recommendation from Resources, Staffing and Strategy Advisory Group** – Parish Council to discuss amending Creaton Parish Council's Code of Conduct in line with Daventry District Council and make resolution. The Clerk had circulated the current and previous complaints policy, outlining the proposed changes. Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on **Thursday 26th March 2015, 7.30 pm** at **Cllr Aveyard's House**, seconded by Cllr Aveyard and resolved by Parish Council. **Action: Resources Advisory Group to make recommendation to the Annual meeting of Parish Council on Tuesday 5th May 2015**

l) **Northamptonshire County Assoc. of Local Councils (NCALC)** – Notification that the government has confirmed that council tax referendum principles, or “capping”, **will not apply to parish and town councils** in 2015/16. Parish Council noted.

m) **PC Pension - Point of Contact Pension Regulator for HMRC and Autela** – to discuss and make resolution. Cllr Hill proposed Cllr Aveyard as the first point of contact for Pension and Payroll, the Clerk to be the 2nd Contact, voted on and unanimously resolved by Parish Council.

n) **Clerks and Councils Direct Magazine – Councillor Subs £12** – to discuss and make resolution. After some discussion, Cllr Hill proposed not to subscribe to Clerks and Councils direct magazine, voted on and unanimously resolved by Parish Council.

o) **Funds for repair of The Jetty/Horseshoe Close Footpath** – To report that the £500 grant from the Empowering Councils Fund has been received towards repair of Creaton Footpaths. An estimate of £3,500 has been received for repair of the footpath. Parish Council to discuss and make resolution. After some discussion, Cllr Hill proposed that Cllr Aveyard continue with investigating how best to resolve the problem, voted on and unanimously resolved by Parish Council. **Action: Cllr Aveyard to report back to Annual meeting of Parish Council on Tuesday 5th May 2015.**

p) **Timetable for Audit (to be tabled by RFO)** – to discuss and make resolution to approve. The information had not yet been received from the External Auditors.

- q) **Training – to discuss and agree attendance**
1. **SLCC Industry update sessions/branch meetings (Clerk Professional development) – list attached.** Cllr Hill proposed referral to a Resources, Staffing and Strategy Group meeting to be held on Thursday 26th March 2015, 7.30 pm at Cllr Aveyard's House, seconded by Cllr Aveyard and resolved by Parish Council. **Action: Resources Advisory Group to make recommendation to the Annual meeting of Parish Council on Tuesday 7th May 2015**
 2. **NCALC Courses:** These had been circulated, there were no Parish Council requirements at present.
- r) **Grant Application – Ducklings** - £500 towards special educational equipment and outing costs to enable all children to attend. Parish Council to discuss and make resolution. After some discussion, Cllr Hill resolved not to grant aid Ducklings Pre-School playgroup at the current time as it was felt they had sufficient funds to make the expenditure themselves and that the Clerk should, when advising them of the outcome, ask what specific educational equipment was being purchased, voted on and unanimously resolved to be approved by Parish Council. **Action: Clerk to write to Ducklings**
- 102.14 **HIGHWAYS (Highways Warden: Cllr Shanks)**
- a) **Updates (if any) for information only**
1. **Highways Warden Role:** Cllr Shanks, on reading the wide remit of the role, decided she would be unable to carry it out but would continue to contact Streetdoctor and report issues when necessary. Parish Council resolved that the Clerk should continue to be the link with and contact for Northamptonshire Highways (with the exception of the The Jetty/Horseshoe Close footpath which was currently being dealt with by Cllr Aveyard).
 2. **VAS Sign:** It was reported that this was now working.
- b) **Footpath issues (if any) – to discuss and agree actions.** There was nothing further to discuss.
- c) **Gully issues (if any) – to discuss and agree actions.** The Gully's had been reported to Streetdoctor by Cllr Shanks and appeared to have been cleared.
- d) **Traffic/Speeding issues (if any) to discuss and agree actions.** There was nothing to report.
- e) **Street lighting – to receive an update (if any), discuss and agree actions**
1. Phase 4 - Cllr Hill proposed a vote of thanks to Cllr Reg Thomas for all his hard work on Phase 4 of the Street lighting replacement project and bringing it to a successful conclusion, motion unanimously approved by Parish Council. **Action: Clerk to write to un-successful bidders and send certificates to CPC street lighting electricity providers.**
 2. Phase 5 is due to commence in 2015/16 and Cllr Thomas was obtaining quotes.
- f) **Creaton Playing Field** – letter from Cottesbroke Estates confirming they have arranged for the pipe to be rodded and cleared. Cllr Thomas reported that he had been in contact with the estates manager who confirmed that the pipe under the entrance to the Playing Field and adjacent field had been rodded and cleared.
- g) **NCC: 30 MPH Speed Limit Order 2015 – Creaton – Brixworth Road**, between its junction with Grooms Lane and a point 70 metres east of that junction. Parish Council noted.
- 103.14 **CEMETERY/CHURCH-YARD AND OPEN SPACES ADVISORY GROUP (CCOS)**
Members: Cllr James Hill, Geoff White, Sylvia Winter and Mr Michael Rogerson
- a) **Updates (if any) For Information Only**
There was nothing to report.
- b) **Greenworks/Maintenance issues (if any) to discuss and make resolutions**
1. **Maymoor Landscapes (current contractors) –** Clerk to contact and find out when doing final mow of the 2014/15 season. **Action: Clerk**
- c) **Burials / Memorials - To report (if any) –** There were none.
- d) **Revised Village Greenworks and Maintenance Specification (Current contractors, Maymoor Landscapes: contract due to finish 31st March 2015) – to receive, discuss and make resolution to approve** Cllr White reported that he had not yet had time to look at this. After some discussion, Cllr White proposed that he would draft the revised specification and tender information in the week commencing Monday 9th March for circulation and approval via email for the Clerk to despatch as soon as possible, seconded by Cllr Hill, voted on and unanimously resolved by Parish Council. **Action: Cllr White to send Clerk approved Specification and Tender document for despatch to the current contractors and 2 further local contractors.**
- e) **Village Spring Clean (and Litter Pick)**
1. to discuss and agree arrangements for publicity, organisation and implementation: The Clerk outlined the usual procedures. After some discussion, Parish Council resolved the following:-
 - Date of the Litter Pick: Saturday 21st March 2015
 - Litter picking equipment would this year be distributed from Poppies Coffee Shop from 10 am onwards.
 - Cllr Aveyard to collect Litter Picking equipment from Spratton (with whom the equipment was shared)
 - Cllr Aveyard to update last year's posters/flyers (produced by the Clerk) and publicise the event.
 - Cllr Aveyard to contact DDC to arrange collection of the rubbish bags
 - Cllr Aveyard to contact the School with a view to including a poster in the School book bags and/or a poster competition
 - Cllr Aveyard to contact Highgate House to see if they would be providing the leaf blowing machine and a bottle of wine for the prize draw as usual.
 - Clerk to provide copy of the risk assessment for the event to be read out/handed to participants.
- In addition, Cllr Winter kindly offered to provide a sweet treat for each of the children participating.

Action: Clerk to provide previous year's poster/flyer, Risk Assessment and contact for DDC rubbish bag collection.

104.14 2. CPRE Litter Heroes Competition– to discuss – The Clerk explained that if a report and photos were taken of the Litter Pick, these could also be sent to CPRE to enter the competition.
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. **Application No: DA/2014/1009**

Description: Construction of eco house

Location: Land At Welford Road, Creaton, Northamptonshire

It was reported that this was being considered by Daventry District Council in March

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

There were none.

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

There were none.

d) **Land at Court House Close – revised sketches received – to discuss and agree action (if any)**

e) **Planning Policy Consultations – to receive recommendation for response (if any) from Planning Executive Committee, discuss and Parish Council to make resolution.** Cllr Hill proposed no responses necessary to the following consultations, voted on and unanimously resolved by Parish Council.

1. **Notice of submission of the Community Infrastructure Levy Draft Charging Schedules and consultation on Statement of Modifications**

2. **NCC Public Consultation - Biodiversity Supplementary Planning Document – respond by 23rd March 2015**

3. **NCC Public Consultation - Upper Nene Valley Gravel Pits Special Protection Area Supplementary Planning Document – respond by 23rd March 2015**

4. **Moulton Neighbourhood Development Plan - Pre-Submission Consultation**

f) **Daventry District Council (DDC) Planning Department – email update Newsletter containing Department of Communities and Local Government report on suggested changes to the National Planning Policy Framework (NPPF).** The Clerk had summarised the main relevant suggested changes. Parish Council noted the Clerk's report.

g) **DDC Responses to Planning issues raised at the December Parish and Town Councils meeting (previously circulated).** Parish Council noted.

h) **Changes to Neighbourhood Planning Regulations – Information note from Daventry District Council –** Parish Council noted.

105.14 **POLICE AND NEIGHBOURHOOD WATCH**

a) **Crimes/ASB's in Creaton, Parish Council noted the following reports:-**

1. **December**

Anti-Social Behaviour (ASB's)	Crimes
	btwn 04-05 Dec: field outside Creaton – forced entry made to shipping container, nothing taken.

2. **January – none reported**

b) **New style Community Policing reports – Request for Feedback – Parish Council to discuss and agree response (if any) –** The Clerk reported that it was not clear from the new reporting style which were categorised ASB's and which were Crimes. Parish Council resolved that the Clerk should submit the feedback on behalf of Parish Council.

c) **Neighbourhood Watch (NHW): Co-Ordinator, Ian Keer – update report (if any) –** there was nothing to report.

106.14 **CREATON VILLAGE WEBSITE AND MEDIA**

1. **Update (if any) –** Cllr Shanks reported that she had been gradually updating the site and adding photos. There were due to be photos of the war memorial but these had not been received yet. **Action: Clerk to provide copy of Annual Parish Meeting minutes 2014 for website.**

2. **Request from Creaton in Bloom –** Cllr Shanks reported that she had issued a new password for Creaton in Bloom to update their page.

3. **Creaton Contacts: Action: Clerk to provide contact for the dog warden and new pub owners for Creaton Contacts. Cllr Thomas to provide contact for Fitness instructor**

107.14 **ANNUAL PARISH MEETING (not a Parish Council Meeting) – Tuesday 12th May 2015, 7.30 pm, Creaton Village Hall –** Parish Council to discuss arrangements for publicity, refreshments etc. and agree actions. Parish Council resolved the following:-

➤ Cllr Aveyard to add date, time and venue for the Annual Parish Meeting to the newsletter

➤ Clerk to email Village Organisations informing them of the date

➤ Clerk to do agenda

➤ Cllr Aveyard to organise publicity and refreshments

- 108.14** **CORRESPONDENCE RECEIVED (not already on the agenda)**To review and agree action where necessary
The following were reviewed, noted and action agreed where necessary (Bold, Italics):-
- a) **Consultation: Hackney Carriage and Private Hire Licensing Policy & Conditions** – Deadline for response 6th March 2015
 - b) **NCALC Update Jan/Feb 2015**
 - c) **Community Payback Unit** – Thank you for donation letter and request to complete a survey. Cllr Aveyard reported that she had been in touch with the Community Payback Unit to discuss future works. The Clerk reported that any future works would need to be done per village as it had not worked splitting the contract between the three. The cost of this would be £500.
 - d) **DDC Anti-Roadside Litter Campaign ‘Don’t be a tosser’ – campaign briefing note**
 - e) **DDC: Targeting Social Isolation and Loneliness within the Daventry district.**
 - f) **Northamptonshire Best Village Competition 2015 – entry forms received**
 - g) **Review of Community Engagement Strategy (DDC)** – deadline for response 20th February but will endeavour to accommodate later submissions if necessary
 - h) **DDC Communities Hub (Emergency Planning)** - The Communities Prepared hub has been designed to help LRFs and their local partners continue to inspire and improve emergency preparedness in communities across the country. Northamptonshire has a page that lets others know what we are up to.
 - i) Engagement, Participation and Involvement Team:Northamptonshire County Council - Draft Information and Advice Strategy – Feedback on the draft requested by 28th February 2015
- 109.14** **GENERAL CORRESPONDENCE RECEIVED – to note (Clerk and/or Cllrs to publicise where necessary)**
- a) **Emergency Response – Guide for communicating in bad weather**
 - b) **ACRE** - Defra has confirmed that it will maintain its £2.3m investment in the ACRE Network for 2015/16 – thank you from ACRE for everyone’s support.
 - c) **Daventry Over Fifties Event (DOF)** – 25th March 2015, 2-4, Daventry Leisure Centre
 - d) **Cash For Community Groups Event - Meet the Funders - 5 March 2015** 12 noon to 3.30pm East Northamptonshire Council Offices
 - e) **NCC Consultation:** Public Consultation Northamptonshire Integrated Sexual Health Services – Respond by 9th March 2015
 - f) **Notification of Changes to NCC Household Waste Recycling Centres from 1st February 2015 - update**
 - g) **Trading Standards Newsletter – issue 8**
 - h) **Central and East Northamptonshire Citizens Advice Bureau (CENCAB) New contact details:**

For general advice - contact our "countywide" telephone service: 03444 889 629
For consumer issues - concerning goods and services contact the national Citizens Advice Consumer Helpline: 03454 040506

For our specialist local services, including housing advice, services for students and services for clients from South Northamptonshire contact us on: 0300 323 0074

Please note that should you need to make a referral to us, or should your clients or service users wish to "self refer" our new, secure online referral system may be helpful and can be accessed here.
<http://connect2citizensadvice.org.uk/>

- 110.14** **URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting)**
111.14 **DATES OF NEXT MEETINGS –**
~~Tuesday 7th April 2015 Planning Executive Committee Meeting – Cancelled~~
Tuesday 5th May 2015 Annual Meeting of Parish Council (AGM)
Tuesday 12th May 2015 Annual Meeting of Creaton Parish

Chairman Signature.....

Dated:

**Ordinary, PEC and Annual Meeting Dates for 2015
(held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)**

- Tuesday 2nd June 2015 Planning Executive Committee Meeting
- Tuesday 7th July 2015 Ordinary Parish Council Meeting
- August – no meeting
- Tuesday 1st September 2015 Ordinary Parish Council Meeting
- Tuesday 6th October 2015 Planning Executive Committee Meeting
- Tuesday 3rd November 2015 Ordinary Parish Council Meeting
- Tuesday 2nd December 2015 Planning Executive Committee Meeting