

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 Annual Meeting of Creaton Parish Council

Held on Tuesday 5th May 2015 in the Village Hall, Teeton Lane, Creaton at 7.30 pm for the purpose of transacting the following business.

Members of the public and press are invited to address the Council at its Open Forum from 7.30 pm to 7.45 pm

Present: Cllrs James Hill, Michelle Aveyard, John Palmer, Jane Shanks, Reg Thomas, Claire Thomas, Geoff White and Sylvia Winter

In attendance: Lynne Compton, Clerk and RFO plus 10 members of the public

Public Forum: Representation was received on the following:-

- a) **Land at Court House Close Creaton:** Council advised the developers to fully consult with parishioners prior to putting in an application to Daventry District Council
- b) **Creaton Village Hall:** Intention to increase hall charges with effect from July 2015

- 1.15 **ELECT A CHAIRMAN AND VICE-CHAIRMAN:** Parish Council resolved to elect Cllr James Hill as Chairman and Cllr Sylvia Winter as Vice-Chair.
- 2.15 **CO-OPTION OF COUNCILLORS TO FILL VACANCIES (1)**
Parish Council resolution to approve applications. Parish Council resolved to co-opt Mr John Palmer as Councillor on Creaton Parish Council. **Action: Clerk to revise Council Contact list**
- 3.15 **TO REVIEW COUNCILLOR REGISTER OF INTERESTS**
There were no changes to report.
- 4.15 **COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS**
Parish Council to discuss and make resolution on the following:-
 - a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities. There were no changes.
 - b) Review of the terms of references for committees/steering/advisory groups. There were no changes
 - c) Receipt of nominations to existing committees/steering/advisory groups
 - 1. Parish Council resolved to accept Cllr Palmer onto Resources, Staffing and Strategy Advisory Group.
Action: Clerk to revise Council Contact list
 - d) Cancellation of any committees: None.
 - 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. There were none.
- 5.15 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES** eg Village Organisations, District Council, Neighbourhood Watch **AND ARRANGEMENTS FOR REPORTING BACK**
There were no changes.
- 6.15 **WARDENS/REPRESENTATIVES** – Parish Council to review, accept new nominations and make resolution to appoint. There were no new nominations. **Action: Clerk to check with Footpath Warden that he wished to continue in the role.**
- 7.15 **STANDING ORDERS AND FINANCIAL REGULATIONS** – amended March 2015. To review and adopt.
Parish Council resolved the following change to Creaton Parish Council Standing Orders:-
FROM
25 Power of well-being (England)

a Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely

for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

To:

25 General Power of Competence

Localism Act 2011

a Before exercising the General Power to Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b The Council's period of eligibility begins on the date that the resolution under standing order 15 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

Action: Clerk to update Standing Orders and circulate to website administrator for publication

8.15 **INVENTORY OF LAND AND ASSETS** (including buildings and office equipment) - To review and adopt. Parish Council resolved to approve.

9.15 **MEMBERSHIP OF OTHER BODIES** (by Council and/or employees) – Parish Council to review and make resolution on continuation or otherwise. Parish Council resolved to continue with the following memberships:-

| Payee | Details | Approx Cost | Brief Summary of Services |
|-------|--|-------------|---|
| NCALC | Subs | £260.15 | Clerk and Councillor Support, Legal advice, Courses |
| NCALC | Internal Audit Service | £155 | Internal Audit and reports |
| SLCC | Subs | £56.10 | Clerk training included in cost, support, networking |
| ACRE | Subs | £35.00 | Village Support, statistics, Courses |
| ICO | Information Commissioners Subs under Data Protection Act | £35.00 | Registration necessary to comply with Data Protection Act |
| TOTAL | | £541.25 | |

10.15 **CONFIRM GOVERNING INSTRUMENTS (Policies) TO BE ADHERED TO** and review where necessary and make resolution to adopt. Parish Council resolved to adopt the following:-

Standing Orders
 Audit Plan and Internal Audit Service Terms of Reference
 Burial Regulations and Fees
 Code of Conduct
 Financial Regulations (plus summary of LGA 1972 PC Powers)
 Financial Risk Assessment and Management plus Effectiveness of Audit
 Internal Controls
 Complaints Procedure
 Freedom of Information – Model Publication Scheme
 Archive Policy
 Grants Policy
 Communication Guidelines
 Noticeboard and Website Policy
 Equal Opportunities

11.15 **DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR AHEAD AND THE ANNUAL MEETING OF CREATON PARISH** Parish Council to consider and make resolution to approve. Parish Council resolved to approve the following, subject to Cllr Aveyard checking the dates with the Village Hall:-

| | |
|-----------|--|
| July | Tuesday 7 th July 2015 |
| September | Tuesday 8 th September 2015 |
| November | Tuesday 3 rd November 2015 |
| January | Tuesday 12 th January 2016 |
| March | Tuesday 1 st March 2016 |
| May | Tuesday 10 th May 2016 (Annual Meeting of Parish Council) |

| | | |
|-----|---|-----------------------------------|
| May | Annual Parish Meeting (not a Parish Council Meeting) | Tuesday 10 th May 2016 |
|-----|---|-----------------------------------|

| | |
|-----------|--|
| July | Tuesday 5 th July 2016 |
| September | Tuesday 6 th September 2016 |
| November | Tuesday 1 st November 2016 |

- 12.15 **DECLARATIONS OF INTEREST/DISPENSATION REQUESTS** in respect of relevant items of business on the agenda: There were none.
- 13.15 **APOLOGIES FOR ABSENCE** Parish Council resolution to approve.
There were no apologies from Creaton Parish Councillors, all were present. Apologies had been received from District Cllr Ian Barratt and Cecile Irving-Swift.
- 14.15 **RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING** dated Tuesday 3rd March 2015
Parish Council resolved to approve. The minutes were subsequently signed by the Chairman.
- 15.15 **RESOLUTION TO APPROVE CREATON PARISH COUNCIL ANNUAL REPORT FOR THE YEAR ENDED 31st MARCH 2015** Parish Council resolved to defer this item to the July meeting.
- 16.15 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)(if any)**
There were none.
- 17.15 **RESOURCES, STAFFING AND STRATEGY ADVISORY GROUP**
- a) **Update Report – Parish Council to discuss and make resolutions (if any)**
- b) **Bank Balances as at 30th March 2015 – Parish Council to make resolution to approve**
Parish Council resolved to approve.
- c) **Payment of outstanding accounts. Parish Council to make resolution to approve.**
Parish Council resolved to approve the following:-

| DATE | PAYEE | DETAILS | CHQ NO. | AMT | VAT | ACCOUNT NOTES | POWE TO PA |
|------------|----------------|---|---------|----------------|-------------|----------------------------|---------------|
| 27/03/2015 | M L Aveyard | Re-imbusement for purchasing paper for PC Office | 592 | £11.95 | 1.99 | Office | LGA 1972 s112 |
| 27/03/2015 | LYNNE COMPTON | Salary: £426.99 less tax and employee pension plus Use of Office: £18, Mobile/Broadband: £2 | 593 | £342.51 | | Salaries, Pension & Office | LGA 1972 s112 |
| 27/03/2015 | NCC LGSS | March 2015 Pension contributions (Employer: £99.49, Employee £23.48) | 594 | £122.97 | | Salaries and Pension | LGA 1972 s112 |
| 27/03/2015 | HMRC ONLY | PAYE Months 10-12 - 06/01/2015 to 05/04/2015 | 595 | £285.02 | | Salaries and Pension | LGA 1972 s112 |
| 27/03/2015 | SPRATTON PC | Contribution towards Office Copier and Phone bill (30%) | 596 | £94.67 | | Office | LGA 1972 s112 |
| 27/03/2015 | LYNNE COMPTON | Mileage: £3.87, Receipted Office expenses: £6.36 to 27/3/2015 | 597 | £10.23 | | Mileage & Office | LGA 1972 s112 |
| | | Total Signed between meetings to 30 March 2015 and included on R&P | | £867.35 | 1.99 | | |
| 05/05/2015 | EON | Streetlighting Electricity | 598 | £191.57 | £9.12 | | PCA 1957 s3 |
| 05/05/2015 | NORTHANTS CALC | Internal Audit Service for year ending 31st March 2016: £155, NCALC subscription based on an electorate of 391: £260.15 | 599 | £415.15 | | Audit & Subs | LGA 1972 s112 |

| | | | | | | | |
|------------|-----------------------|---|-----|------------------|--------------|----------------------------|---------------|
| 05/05/2015 | LYNNE COMPTON | Salary: £426.99 less tax and employee pension, Use of Office: £18, Mobile/Broadband: £2 | 600 | £342.40 | | Salaries & Pension/ Office | LGA 1972 s112 |
| 05/05/2015 | NCC LGSS | April 2015 Pension Contributions (Employer- £104.24, Employee - £23.59) | 601 | £127.83 | | Salaries & Pension | LGA 1972 s112 |
| 05/05/2015 | AUTELA LIMITED | Payroll Q1 April, May and June 2015 | 602 | £30.00 | | Office | LGA 1972 s112 |
| 05/05/2015 | CREATON VILLAGE HALL | Hire of Hall Nov and Dec 2014 (to end 2014) | 603 | £15.00 | | Meetings | LGA 1972 s112 |
| 05/05/2015 | VILLAGE LINK | Donation to VL for March 2015 edition | 604 | £50.00 | | Newsletter | LGA 1972 s112 |
| 05/05/2015 | NORTHAMPTONSHIRE ACRE | Subscription 2015_16 | 605 | £35.00 | | Subs | LGA 1972 s112 |
| 05/05/2015 | LYNNE COMPTON | Mileage to 5/5/2015 | 606 | £7.74 | | Mileage | LGA 1972 s112 |
| | | Total for signature on 5/5/2015 meeting | | £1,214.69 | £9.12 | | |

- d) **Bank Reconciliation, Receipts and Payments and Cash Book Summary Report** – to review and make resolution. Parish Council resolved to approve subject to the usual scrutiny.
- e) **Grant Applications 2015/16 (if any) – to discuss and make resolution.**
1. Creaton Playing Field Association – Parish Council resolved to approve £2,000 towards *maintenance. **Public health Act 1875, s.164*
 2. Great Creaton Primary School – Parish Council resolved not to grant aid the School but would help in other ways. Action: Clerk to write to School, Chairman to organise a meeting with the Head to discuss.
 3. Creaton Village Hall: Parish Council resolved to defer the decision as the application had just been received.
- f) **Annual Return 2014/15**
- 1) Resolution to approve End of Year Accounts, Annual Return and explanation of variances. Parish Council resolved to approve.
 - 2) Resolution to approve Annual Governance Statement. Parish Council resolved to approve.
- g) **Parish Council Mowing and Maintenance Contract 2015**
Parish Council to consider quotations and make resolution. It was reported that of the seven tender documents sent out, the following quotations had been received:-

| Contractor | Village Green, Churchyard & Cemetery per season: based on 16 cuts | Per additional cut | Roadside Verges 3 cuts per season | Additional Works (if any) |
|-----------------------|---|--------------------|-----------------------------------|--|
| CGD Contractors Ltd | £5230 | £205 | £300 | Comprehensive quote for all tree works |
| R&G | £3129.59 | £187.77 | £252.66 | Weed control 3 x £41.79 = 125.36 |
| Winstanley Landscapes | £4000 | £250 | £270 | Weed control: £50 per spray |

Parish Council resolved to approve the quotation received from R&G Landscapes. **Action: Cllr White to inform immediately and discuss finer detail, Clerk to send formal contract. Clerk to inform those that were unsuccessful**

- h) **Audit Timetable**
To receive a report from the RFO. The RFO reported that the following timetable:-
Internal Audit: 14th May 2015
Dates for electors to exercise their rights to view the accounts: 1st to 26th June 2015
Annual Return and supporting information to be at BDO LLP by: 29th June 2015

18.15 HIGHWAYS

- a) **Updates (if any) for information only**
There was nothing further to report
- b) **Footpath issues (if any) – to discuss and agree actions**
1. The Jetty Footpath (Puddle): It was reported that there was nothing further that NCC Highways were able to do and that Parish Council would need to decide if it could afford to have the area re-surfaced. The RFO reported that County Councillor Swift had asked her to remind Council that the £500 grant towards footpath maintenance from the County Councillors empowerment fund would need to be spent by 31st March 2016. **Action: Cllr Aveyard to investigate further and report back**
- c) **Gully issues (if any) – to discuss and agree actions**
It was reported that the Gullies had either been cleaned or marked for further attention by NCC Highways.
- d) **Traffic/Speeding issues (if any) to discuss and agree actions**
There were no actions necessary.
- e) **Street lighting – to receive an update (if any), discuss and agree actions**
Parish Council resolved to delegate Cllr Thomas and the Clerk to seek quotations for the next phase of replacement streetlighting on the footpath between Horseshoe Close and The Jetty. **Action: Cllr Thomas and the Clerk**

19.15 CEMETERY/CHURCH-YARD AND OPEN SPACES ADVISORY GROUP (CCOS)

- a) **Updates (if any) For Information Only**
1. **Churchyard Lime Trees:** It was reported that Mr Venton (DDC Tree Officer) had been contacted to ask if a formal application was really necessary to do minor works.
- b) **Greenworks/Maintenance issues (if any) to discuss and make resolutions**
- c) **Burials / Memorials - To report (if any)**
There were none.
- d) **Village Spring Clean (and Litter Pick) – to receive a report.** Parish Council noted the report and resolved that this would be publicised in the next edition of Village Link. Parish Council further resolved that the two pictures taken should be submitted to the CPRE to enter their Litter Pick competition. **Action: Clerk to re-send article to Cllr Aveyard who would enter the competition.**

20.15 CREATON PLANNING EXECUTIVE COMMITTEE (PEC)

- a) **Update on Planning issues (if any) Parish Council 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 Daventry District Council had not yet made a decision on this application and were awaiting revised designs. **Action: Cllr Aveyard to put an update in the next edition of Village Link**

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

Application No: DA/2015/0246

Description: Insertion of two dormer windows to front elevation

Location: 7, Horseshoe Close, Creaton, Northamptonshire, NN6 8NW

Respond by: 23 April 2015

Case Officer: S Barnes on 01327 302528 or email sbarnes@daventrydc.gov.uk

Parish Council resolved 'no observations' **Action: Clerk to inform Daventry District Council**

- c) **Planning Decision Notices - To report (if any)** There were none.

21.15 POLICE AND NEIGHBOURHOOD WATCH

- a) **Update Report (if any)**

There was nothing further to report.

- b) **Reported Crimes and Anti-Social Behaviour in Creaton**

Crime - 11 Mar: Horseshoe Close – item taken from driveway. Parish Council noted

22.15 ANNUAL PARISH MEETING (not a Parish Council Meeting) – Tuesday 12th May 2015, 7.30 pm, Creaton Village Hall

To receive an update report and agree any actions necessary. Parish Council resolved the following:-

1. Committees and Advisory groups to submit their annual reports as soon as possible.
2. Clerk to send reminder round to Village Organisations etc.
3. Clerk to resend poster and invite to Cllr Aveyard
4. Clerk to circulate minutes from 2014 APM meeting

23.15 PARISH AND TOWN COUNCILS LIAISON MEETING: Thurs 11 June 2015, 6.30 pm in the Council Chamber, Daventry District Council Offices. Parish Council resolved the following:-

1. Items for the agenda (deadline 22nd May):- What are the standards for footpaths? What constitutes a pothole in a footpath?

2. Attendance at the meeting: Cllrs Geoff White and Claire Thomas to attend.

24.15 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated)

There were no actions agreed.

25.15 GENERAL CORRESPONDENCE RECEIVED (previously circulated)

Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

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

There were none.

27.15 DATE OF NEXT MEETING

Tuesday 7th July 2015 Ordinary Parish Council Meeting

Meeting Closed: 9.40 pm

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

August – no meeting

Tuesday 8th September 2015 Ordinary Parish Council Meeting (changed from 1st September)

Tuesday 6th October 2015 Planning Executive Committee Meeting

Tuesday 3rd November 2015 Ordinary Parish Council Meeting

Tuesday 2nd December 2015 Planning Executive Committee Meeting

Chairman Signature:.....

Dated:.....