

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 7th July 2015** in the Village Hall, Teeton Lane, Creaton at **7.30 pm**

Present: Cllrs James Hill (Chairman), Michelle Aveyard, John Palmer, Jane Shanks, Reg Thomas, Claire Thomas and Sylvia Winter

In attendance: Lynne Compton, Clerk and RFO plus 8 members of the public

- 28.15 PUBLIC FORUM to include details of a possible application for development of Hollowell Lodge Farm). Representation was received on the following:-**
a) **Hollowell Lodge Farm:** Possible development on Brownfield site in Hollowell parish. The applicants were informed that Council could not consider the application until it had been submitted through the usual channels (via District Council).

29.15 DECLARATIONS OF INTEREST/DISPENSATION REQUESTS in respect of relevant items of business on the agenda. There were none.

30.15 APOLOGIES FOR ABSENCE Parish Council resolution to approve. Parish Council resolved to accept apologies from Geoff White.

31.15 RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING dated Tuesday 5th May 2015. Parish Council resolved to approve.

32.15 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)(if any). There were none.

33.15 RESOURCES, STAFFING AND STRATEGY ADVISORY GROUP

- a) **Update Report – Parish Council to discuss and make resolutions (if any)**
1. **Quotation from R&G for clearance of vegetation overhanging footpaths:** Parish Council resolved to defer acceptance of the quotation subject to clarification and possible action by the owners who had all been sent letters.
2. **The Clerk reported that NatWest in Kingsthorpe would be closing on 3rd September 2015**
3. **The Clerk reported that the External Audit papers had been completed and submitted.**
b) **Bank Balances as at 30th May 2015 – Parish Council resolved to approve**
c) **Payment of outstanding accounts. Parish Council resolved to approve the following:-**

DATE	PAYEE	DETAILS	CHQ NO.	AMOUNT	VAT ELEMENT	ACCOUNT/NOTES	POWER TO PAY
28/05/2015	LYNNE COMPTON	Salary: £426.99 less tax and employee pension, Use of Office: £18, Mobile/Broadband: £2	608	£342.40		Salaries, Pension & Office	LGA 1972 s112
28/05/2015	NCC LGSS	May 2015 Pension Contributions (Employer- £104.24, Employee - £23.59)	609	£127.83		Salaries and Pension	LGA 1972 s112
28/05/2015	AON UK LTD	Parish Council Insurance	610	£739.67		Insurance	LGA 1972 s112
28/05/2015	VILLAGE LINK	April/May contribution	611	£50.00		Newsletter	LGA 1972 s112
17/06/2015	R&G	Mowing and Maintenance	612	£635.04	£105.83	Parish Property	Open Spaces Act

							1906 s9
17/06/2015	NORTHANTS CALC	New Councillor Training	613	£39.00		Training	LGA 1972 s112
26/06/2015		Cheques spoiled and destroyed	614 and 615				
26/06/2015	NCC LGSS	June 2015 Pension Contributions (Employer - £104.24, Employee: £23.59)	616	£127.83		Salaries and Pension	LGA 1972 s112
26/06/2015	LYNNE COMPTON	Salary: £426.99 less tax and employee pension, Use of Office: £18, Mobile/Broadband: £2	617	£342.20		Salaries and Pension	LGA 1972 s112
26/06/2015	HMRC ONLY	PAYE income tax 06/04/2015 to 05/07/2015	618	£243.20		Salaries and Pension	LGA 1972 s112
Total Signed between meetings 6th May to 26th June 2015				£2,647.17	105.83		

d) Receipts: To report

DATE	PAYEE	DETAILS	RECEIPT NO:	AMOUNT	ACCOUNT
16/04/2015	HMRC	VAT Reimbursement	538288	£481.89	VAT
30/04/2015	DAVENTRY DISTRICT COUNCIL	1st Half of Precept	19	£8,475.00	Precept
30/04/2015	NAT WEST	Interest	STAT	£0.58	Interest
29/05/2015	NAT WEST	Interest	STAT	£0.81	Interest
TOTAL RECEIPTS				£8,958.28	

e) Bank Reconciliation, Receipts and Payments and Cash Book Summary Report (previously circulated)– Parish Council resolved to approve.

f) Grant Applications 2015/16 – to discuss and make resolution

1. Creton Playing Field Association: £2,000 towards maintenance- Paper A. After some discussion, Parish Council resolved to approve payment of a grant subject to receipt of the invoice/confirmation of the order for the new equipment up to a maximum 60% of the total cost.

g) Resignation of Clerk: to discuss and make resolutions in respect of:- Parish Council resolved to close items g1-5 to the public and defer to the end of the meeting.

1. Exit Strategy: to receive Clerk report and suggestions: Parish Council resolved to approve
2. Dissolution of Assets shared with Spratton PC: Parish Council resolved to dispose of the shared computer due to its age. **Action: Clerk to amend asset register.** It was noted that the litter picking equipment arrangements would remain in place i.e. Spratton owned and Creton to borrow.
3. Payment of outstanding Time off in Lieu and 1 week's holiday carried over from 2014/15 (Clerk moving to another Local Authority therefore 2015/16 holiday is counted as continuous):Parish Council resolved to approve.
4. Advertisement and starting salary for new Clerk: Parish Council resolved to advertise the post at Level LC1.
5. Changes to Job Description: Parish Council resolved to delegate to Resources, Staffing and Strategy advisory group.

h) Empowering Councils Fund

1. 2014/15 To approve report. Parish Council resolved to approve.
2. 2015/16 To approve application for funding towards defibrillator. It was reported that the cost for a defibrillator and storage would be a maximum of £1,300. After some discussion, Parish Council resolved to approve applying for £400. An application was also being submitted to Hollowell Steam for £600. Parish Council further resolved to meet the remainder of the costs up to a maximum of £400. **Action: Cllr Thomas to complete applications.**

i) Creton Village Hall Charges (letter received at Annual Meeting 5th May 2015): To discuss and make resolution

1. Increase in Village Hall Hire Charges from £7 to £15 per meeting. Parish Council resolved to accept the new charge
2. Request from Village Hall for payments to be made quarterly. After some discussion, Parish Council resolved that invoices would be paid per meeting.
3. Request for Parish Council to pay for 10 meetings irrespective of whether a meeting has been held or not. Parish Council resolved that this would not be acceptable. **Action: Clerk to inform Creton Village Hall Committee**

- a) **Updates (if any) for information only:** There was nothing further to report.
- b) **Footpath issues (if any) – to discuss and agree actions**
1. Report from Site Visit with R&G (current contractors) to discuss footpaths (previously circulated): The specification had not yet been received.
- c) **Gully issues (if any) – to discuss and agree actions** – there were none.
- d) **Traffic/Speeding issues (if any) to discuss and agree actions**
- e) **Street lighting – to receive an update (if any), discuss and agree actions**
1. Phase 5: to report quotation requests have been submitted. Parish Council noted.
 2. Report from Northamptonshire County Assoc. of Local Councils on procurement of un-metered Street Lighting Electricity (circulated 30/6/15). Parish Council noted and resolved no action necessary.
- f) **Violet Lane Road Markings and Proposals (circulated 12/06/15)**
To discuss and agree action (if any). The proposals had been displayed on the Noticeboard. It was reported that NCC were awaiting the funding to become available before commencing with the work.
- 35.15 CEMETERY/CHURCH-YARD AND OPEN SPACES ADVISORY GROUP (CCOS)**
- a) **Updates (if any) For Information Only** – there was nothing to report
- b) **Greenworks/Maintenance issues (if any) to discuss and agree actions**
1. **Levelling graves:** Parish Council resolved to look into this issue again – **Action: CCOS Advisory group**
- c) **Burials / Memorials - To report (if any)** – there were none.
- d) **Amendment to the list of buildings of special architectural or historic interest for Daventry as detailed below (circulated 17/6/2015):-**
Planning (Listed Buildings and Conservation Areas) Act 1990: Buildings of Special Architectural or Historic Interest
Creton Memorial Cross, situated in churchyard of St Michael’s Church, Violet Lane, Creton, Northamptonshire
Buildings of Special Architectural or Historic Interest
Creton Memorial Cross, situated in churchyard of St Michael’s Church, Violet Lane, Creton, Northamptonshire
To report: Clerk circulated to Church Warden. Parish Council to discuss and agree action (if any). Parish Council noted the amendment.
- 36.15 CREATON PLANNING EXECUTIVE COMMITTEE (PEC)**
- a) **Update on Planning issues (if any) Parish Council to discuss and make resolution (if any)**
1. **S106 Training:** The Clerk reported that advice had been given on the course that Councils should submit a ‘wish-list’ for the village of things that would help to mitigate the effects of proposed developments as soon as possible.
- b) **Planning Applications Received (if any) – Parish Council to consider (if any) and make resolution as to decision**
- Application No: DA/2015/0507**
Description: Demolition of car port. Construction of detached double garage. Construction of clear polycarbon pool house over existing pool.
Location: 17, Welford Road, Creton, Northamptonshire, NN6 8NH
Respond by: 30 June 2015
Case Officer: S Barnes on 01327 302528 or email sbarnes@daventrydc.gov.uk
Parish Council resolved ‘no observations’
- c) **Planning Decision Notices - To report.** There were none.
- d) **Possible Planning Enforcement Issue (Violet Lane): letter received from parishioner: the issues have been reported to Daventry District Council – Cllr Aveyard reported that she had visited the resident.**
- e) **Planning Aggregator (new facility provided at DDC – details circulated 25/6/15): to discuss adding this facility on the Creton website.** Parish Council resolved that this would be a welcome addition to the website.
- 37.15 POLICE AND NEIGHBOURHOOD WATCH**
- a) **Update Report (if any):** There was nothing to report.
- b) **Reported Crimes and Anti-Social Behaviour in Creton.** Parish Council noted the following:-
1. April: None reported
 2. May: 07 May: Crime: forced entry to premises, occupant assaulted, items taken.
- 38.15 ANNUAL PARISH MEETING (not a Parish Council Meeting) held on Tuesday 12th May 2015, 7.30 pm, Creton Village Hall**
To receive minutes, discuss and agree any actions necessary. The Chairman reported that the minutes were near to completion. **Action: Chairman to circulate when finished.**
- 39.15 PARISH AND TOWN COUNCILS LIAISON MEETING:**
1. Minutes of the meeting held on Thurs 11 June 2015 (circulated 25/6/15): to discuss issues arising (if any) and agree action. It was reported that Gigaclear were due to start digging up the roads to install cabling for superfast broadband in Sept/Oct. It was further reported that by 2019, 95% of the County would have access to superfast broadband.
 2. Next Meeting: Thursday 17 December 2015, 6.30pm: Parish Council to diary
- 40.15 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated)**
- a) **Public Space Protection Order Consultation: Enhanced Dog Control Powers**
Daventry District Council is considering introducing a Public Space Protection Order (PSPO), giving its enforcement officers broader powers to deal with dog owners who fail to properly control their pets in public open spaces across the district. Comments of the Parish Councils on the proposals are requested during a statutory consultation period from Monday 1st June 2015 to Monday 10th August 2015. Parish Council to discuss and approve response. **Parish Council resolved to delegate to Cllr Thomas**

- b) **Joint Woodland Trust/Northamptonshire County Council: Free Tree Packs: apply by 3rd September.** Parish Council resolved that additional trees were not needed.
- c) **NCC Consultation:** Minerals and Waste Local Plan Update - Issues and Options consultation (circulated 15/5/2015) **Subject:** Waste (Environment, Quarrying, Mining and Minerals, Planning, Mineral Extraction), **Start Date:** 14 May 2015, **End Date:** 09 Jul 2015, **Result Date:** 28 Aug 2015. Parish Council resolved 'no response'.

41.15 GENERAL CORRESPONDENCE RECEIVED (previously circulated)
Items received of interest to parishioners will be displayed on the Noticeboard or Social media where relevant.

42.15 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting):
a) **Annual Village Walk and Risk Assessment:** Parish Council resolved to meet on Thursday 6th August 2015 at 7 pm by the bus stop. Noted: No buses had stopped at the bus stop for approx. 4 years.

43.15 DATE OF NEXT MEETING: Tuesday 8th September 2015, 7.30 pm, Creaton Village Hall, Teeton Lane

9.10 pm The Chairman closed the meeting to the Public in order to discuss sensitive staffing matters (Minute 33.15 Item g) 1-5)

1. Exit Strategy: to receive Clerk report and suggestions: Parish Council resolved to approve. **Action: Chairman to organise secure filing cabinet for storage of financial and sensitive documents. Clerk to add to asset register.**
2. Dissolution of Assets shared with Spratton PC: Parish Council resolved to dispose of the shared computer due to its age. **Action: Clerk to amend asset register.** It was noted that the litter picking equipment arrangements would remain in place i.e. Spratton owned and Creaton to borrow. **Action: Clerk to write to SPC to confirm arrangements,**
3. Payment of outstanding Time off in Lieu and 1 week's holiday carried over from 2014/15 (Clerk moving to another Local Authority therefore 2015/16 holiday is counted as continuous): Parish Council resolved to approve a one off payment of £400.
4. Advertisement and starting salary for new Clerk: Parish Council resolved to advertise the post at Level LC1 (Scale Points 18-22).
5. Changes to Job Description: Parish Council resolved to delegate to Resources, Staffing and Strategy advisory group.
6. **Disciplinary Policy and Procedures:** Resources Advisory Group assured the Chairman that this had been done but the Clerk had not received it for putting forward for approval by Full Council.

Meeting Closed 10.15 pm

Chairman Signature: Dated:

Ordinary and Annual Meeting Dates for 2015/16 *(Meetings to discuss Planning Applications are called as necessary). Meetings are held 7.30 pm, Village Hall, Teeton Lane – unless otherwise stated)

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 17 th May 2016
July	Tuesday 5 th July 2016	
September	Tuesday 6 th September 2016	
November	Tuesday 1 st November 2016	

***Extraordinary Meetings:** these be called to discuss matters of importance arising in between Ordinary meetings and will be advertised on the Parish Council Noticeboard, a minimum of 3 days before the meeting.

***Planning Executive Meetings** are called as necessary i.e. if Council needs to respond to a planning application prior to the next ordinary meeting. If you are interested in planning matters, you are welcome to join the CPC Planning Executive Committee (as a non-executive member with no voting rights), alternatively, you can view all upcoming planning applications on the Daventry District Council website <http://www.daventrydc.gov.uk/living/planning-and-building-control/search-comment-planning/>