

## CREATON PARISH COUNCIL

Chairman: Councillor James Hill  
Clerk : Felicity Ryan [creatonpc@gmail.com](mailto:creatonpc@gmail.com) 01604 740429

### Minutes of a Meeting of Creaton Parish Council

Held on **Tuesday 5<sup>th</sup> July 2016**  
in the Village Hall, Creaton at **7.30 pm**

**Present:** Cllrs James Hill, Michelle Aveyard, Jane Shanks, Geoff White, Sylvia Winter, Reg Thomas, District Councillor Kevin Parker, Linda Toombs.

1 member of the public was present.

**16/59 Apologies for absence** – It was **RESOLVED** to accept apologies for absence from Councillor Claire Thomas and Councillor John Palmer.

**16/60 Declarations of Interest** – None declared

**16/61 Minutes of last meeting** – It was **RESOLVED** to sign the minutes of the meeting held on 7<sup>th</sup> June 2016 as a true copy. The minutes of the meeting held on Tuesday 7<sup>th</sup> July 2015 were also signed as a true copy.

**16/62 Public Forum** – A member of the public asked if the Parish Council would consider donating £25.00 to the Royal British Legion in order to purchase a wreath for Remembrance Day. **ACTION : Clerk to include as an Agenda item for payment at the September meeting.**

#### **16/63 Burial Ground**

Approval of Headstone – It was **RESOLVED** to approve the Headstone for J McVey.  
**ACTION :** Clerk to contact.

Garden of Remembrance – Consideration was given to creating a place to scatter ashes within the Churchyard. **ACTION :** Clerk to check legal position regarding churchyard and ashes. Cllr Aveyard to draw up a plan for consideration and to then obtain three quotes for the proposal.

#### **16/64 Village Link Articles**

**ACTION :** Clerk to complete an introduction for Village Link and send to Cllr Aveyard. Other articles are needed as soon as possible from other Councillors.

#### **16/65 Grant Applications**

Grant Applications had been received and were considered as follows :

**Great Creaton Primary School PTA** – Awarded £500 in order to purchase outdoor wooden lockable storage cubby and a pen grip magnetic learning board.

**Ducklings Pre-School** – Awarded £500 towards the purchase of a work bench, mirror table and a reading/writing shed.

**Creaton Playing Field Association** – **ACTION :** Clerk to contact as further details needed regarding application.

**ACTION :** Clerk to look into the legal power to pay Grants and report back.

#### **16/66 Village Maintenance**

Two areas of the village were identified where trees were overhanging and impairing the streetlights. **ACTION :** Clerk to write to the occupiers.

Village Walkabout (inspection of assets) – To be completed on 2<sup>nd</sup> August 2016 at 7pm.

Community Shop – **ACTION** : Cllr Aveyard to contact Village Hall regarding dates for an open meeting.

Violet Lane/Welford Road, Double yellow line application – An inspection had been carried out and a Traffic Regulation Order completed. It will be submitted in September or October (Annual application only) to NCC and a 6 month consultation period will then commence.

### 16/67 Finance

An amendment to the Clerk’s contract was made to reflect the salary was £4159.57 per annum as opposed to £4186.00. **ACTION** : Cllr Aveyard to scan copies to Clerk and Autela for reference.

Internal Audit Report : The Internal Audit was held on the 10<sup>th</sup> June and the following was reported :

1. **Minutes.** The signed Minutes for the Meeting held on 07 July 2015 were not in the Minute Book. Minutes beyond this point until the end of the Council year were wholly incomplete as to authorised payments which had taken place.
2. **Minute Pages.** Legislation requires that Minutes kept in loose leaf format must have consecutive page numbers, please ensure that the Minutes are correctly numbered.
3. **Transparency.** The Council is required under the Transparency Rules to publish its expenditure on a website. An inspection of the website shows that this has not been complied with. This should be rectified without delay.
4. **Website.** The website should be brought up to date without delay.
5. **Budget.** The Council is required to produce a Budget prior to setting the Precept, the budget should form part of the Minute when setting the Precept. This action should be taken on future occasions.
6. **Policies –** The Internal Audit and Controls Procedure and Risk Assessment should be completed early in the year.

The Clerk reported that the Audit had been submitted to the External Auditors.

Review of Financial Regulations and Standing Orders – **ACTION** : To be reviewed at a closed meeting to be held on the 27<sup>th</sup> July 2016 at 7pm. Clerk to send details of essential policies for review. Recommendations to be given to the September Full Council meeting.

Cllr R Thomas presented a quote for Phase 6 of the Streetlighting replacement project. It was **RESOLVED** to proceed with the quote from E-ON for £2064.00. **ACTION** : Cllr Thomas to confirm to E-ON to proceed and Clerk to e mail confirmation.

Payments were approved as follows : -

DATE	PAYEE	Description	CHQ NO	VAT	Total
28/06/16	F Ryan	Clerk Salary	662		£277.12 (less £69 tax)
05/07/16	R & G	Grass Cutting May	663	£91.94	£551.70
05/07/16	J Palmer	£18 per month home working allowance whilst acting as Clerk for 10 months	664		£180.00
Present 05/07/16	F Ryan	Allowance for home working	665		£18.00
05/07/16	F Ryan	Stationery	666		£17.91

05/07/16	CHEQUE DESTROYED		667		
05/07/16	Autela Ltd	Payroll Services	668		£73.70
05/07/16	E-ON	UMS 1/4/16-30/6/16	669	£10.97	£230.37
05/07/16	Village Link	April/May edition	670		£50.00

**ACTION :** Clerk to complete an Expenses Claim Form for future expenses. Cllr Aveyard to check if the £18 per month can be included in the Clerk's monthly salary processed by Autela.

**ACTION:** Clerk to chase new cheque book from bank.

Payments were also approved from the last financial year as follows: -

03/09/2015	BRITISH LEGION	WREATH	623	£25.00
04/09/2015	DESTROYED	CHQ	624	
04/09/2015	DESTROYED	CHQ	625	
04/09/2015	Village Hall	Hire of Hall	626	£10.00
04/09/2015	R&G Grass	Grass	627	£493.08
04/09/2015	LGSS	Pension	628	£127.83
04/09/2015	R&G Grass	Grass cutting	629	£1,030.86
22/09/2015	BDO	Audit	630	£120.00
22/09/2015	VILLAGE HALL	Hire	631	£45.00
31/08/2015	R&G Grass	Grass	632	£450.64
22/09/2015	Spanglefish	Website	633	£48.60
22/09/2015	E-ON	Streetlighting	634	£225.13
07/10/2015	R & G Grass	Grass	635	£450.64
03/11/2015	Village Link	Contribution	636	£100.00
03/11/2015	E-ON	Streetlight repair	637	£28.16
31/11/2015	E-ON	Streetlight	638	£262.31
18/11/2015	Natwest	FEE		£5.00
05/01/2016	E-ON	Streetlight replace	639	£2,742.00
05/01/2016	R & G Grass	Grass	640	£225.32
		Streetlighting		
05/01/2016	E-ON	replace	641	£1,398
12/01/2016	E-ON	Streetlight repair	642	£28.16
12/01/2016	E-ON	Streetlights	643	£262.31
12/01/2016	Playing Field	Donation	644	£857.00
03/02/2016	Village Link	Donation	645	£50.00
03/02/2016	J Shanks	Website	646	£74.85
03/02/2016	Physio Control	Defib	647	£893.76

## 16/68 Planning

DA/2016/0515 – Single storey extension with roof lantern . Replacement of single storey outbuildings ridge beam with new slate roof construction with the addition of 5 Velux roof lights – The Manse, High Street, Creaton – It was **RESOLVED** to respond to DDC with no comments or objections.

DA/2016/0578 – Remove trees within a conservation area at 16 Welford Road, Creton. It was **RESOLVED** to offer no objection or comment to DDC.

The meeting was closed at 9.30pm. **Date of next meeting : 6<sup>th</sup> September 2016, 7.30pm Creton Village Hall.**