

CREATON PARISH COUNCIL MEETING
7TH NOVEMBER 2017
MINUTES

Chairman: Councillor James Hill

Clerk: Katrina Jones, 77 High Street, Naseby, Northants NN6 6DD, Tel 01604-740862

Email: creatonpc@gmail.com

Minutes of Meeting of Creaton Parish Council
Held on **Tuesday 7th November 2017**
in the Village Hall, Creaton at 7.30 pm

Present: Cllrs James Hill (Chair), Cllr Sylvia Winter (Vice Chair), Michelle Aveyard, Geoff White, Reg Thomas, Maxene Atkinson and Anna Hughes.

In attendance: Katrina Jones (Clerk), Linda Toombs (member of planning committee) and District Cllr Kevin Parker.

97 Apologies for Absence: None.

98 Declarations of Interest: Cllr Hughes in item 107 and 113. Cllr Atkinson in item 107.

99 Sign and Approve Minutes of Meetings: It was **RESOLVED** to confirm the minutes of the Parish Council Meeting held on 5th September 2017, and the Planning Executive Committee Meeting held on 3rd October 2017 as a true and accurate record and they were duly signed.

100 Public Forum: There were no speakers.

101 Co-opting of a New Member to the Council: It was **RESOLVED** to co-opt Sue Leggett. Prop. Cllr Winter, Sec. Cllr Aveyard, unan.

102 To Assign Roles, Responsibilities, and Committees: It was **RESOLVED** that Cllrs Aveyard, Atkinson and newly co-opted Councillor Sue Legget would be appointed to the planning committee. It was **RESOLVED** that Sue Legget would be responsible for the defibrillator and Cllr Hughes for Highways. It was **RESOLVED** that the cemetery group would consist of Ruth Davies, Stuart McGregor, Cllr Hughes, Cllr Aveyard and Cllr White, and that the group would oversee the cemetery project and HLF bid subject to approval of decisions at full council meetings. Prop. Cllr White, Sec. Cllr Hill.

103 Annual Risk Assessment Walk: No date was set.

104 To Agree Date for Budget Meeting & Cemetery Group Meeting: No date was set for the cemetery group meeting. It was **RESOLVED** that the resources committee would meet to discuss the budget at 7pm on 23rd November.

105 To Consider Grant Applications Received:

- a. **Application from Ducklings Preschool:** It was **RESOLVED** that consideration of this grant application would be deferred and that the Clerk would request a copy of the preschool's accounts. Prop. Cllr Hughes. Sec. Cllr Winter.
- b: **Application from Great Creaton Primary School PTA:** It was **RESOLVED** that consideration of this grant application would be deferred and that Clerk would write to the school regarding the overgrown hedge. Prop. Cllr Hill. Sec. Cllr White.
- 106 To Agree Dates of Future Parish Council Meetings:** It was **RESOLVED** that the future dates for Parish Council meetings in 2018 would be: 9th January; 6th March; 1st May; 3rd July; 11th September; and 6th November. It was **RESOLVED** that the Annual Meeting of the Parish would be on 15th May and the budget meeting of the resources committee would be on 30th October 2018.
- 107 Travel Expenses: Cllrs Hughes and Atkinson for travel to NCALC AGM:** Cllrs Hughes and Atkinson advised that they did not wish to submit a claim for travel expenses.
- 108 Completion of Audit – BDO, External Auditor's Report:** The point raised by the external auditor's report was noted and the Clerk confirmed that the recording of the home use element of the Clerk's salary had been changed in this year's accounts accordingly.
- 109 Update on Defibrillator:** Two incidences requiring the use of the defibrillator were reported. Cllr Thomas had drafted an instruction sheet for use of the defibrillator to be distributed. It was also noted that confirmation had been received that the defibrillator was registered with the ambulance service and replacement parts had also been ordered, which will be dispatched upon receipt of payment.
- 110 Trees: Including Trees on The Green and Tree on the Triangle Horseshoe Close/ High Street:** Upon advice from the Parish Council's insurers, it was **RESOLVED** that any rope swings on trees on the green would be removed due to health and safety and that a polite notice would be displayed. It was also **RESOLVED** to include an item in the Village Link newsletter on this matter. Cllr White reported that he had spoken to Michael Venton at Daventry District Council regarding the tree on the triangle and he had been advised that it was Northamptonshire Highways' responsibility and that they had been notified of this by DDC.
- 111 Paint Means Poo Results for Creaton:** Cllr Thomas reported on the six week campaign, the results of which he had submitted to DDC.
- 112 Village Litter Pick:** It was **RESOLVED** that a date in February would be arranged for the litter pick and that Cllr Thomas would speak to Poppies to establish a suitable date.
- 113 Cemetery Project, Including Appointment of Sub Group:** Cllr Aveyard provided an update and had circulated quotes received from 2 of the 6 companies who had been approached. It was **RESOLVED** to proceed with the quote from Tree and Land of £1,350 and it was confirmed that sufficient money (£2,500) had been allocated for this in the budget. It was agreed that Cllr Aveyard would provide the Clerk with details of the contractor's public liability insurance. Prop. Cllr Aveyard. Sec. Cllr Winter.

- 114 Village Hall Invoicing & Venue for Meetings:** The Clerk and Cllr Aveyard reported that the Village Hall Committee had agreed to invoice the Parish Council quarterly for hiring the hall.
- 115 Review and Amendment of Planning Committee Terms of Reference:** It was **RESOLVED** not to amend the planning committee terms of reference.
- 116 Clerk's Annual Leave Dates for Christmas:** It was noted that the Clerk would not be taking annual leave over Christmas and it was **RESOLVED** that Cllr Aveyard would provide information in the Village Link newsletter that the parish office would be closed from 22nd December 2017 to 3rd January 2018.
- 117 To Approve Booking of New Councillors on Training Courses:** It was **RESOLVED** that the Clerk would book Cllr Atkinson and the newly co-opted Councillor, Sue Legget, onto the NCalc 'Off to a Flying Start' course for new Councillors. It was also **RESOLVED** that all Councillors would review their training needs and that the Clerk would book Councillors on any training courses requested. It was noted that £1000 had been allocated for training in the budget, £750 of which was allocated for CiLCA training leaving £255 allocated for Councillor training. However, it was noted that the money for CiLCA training was not required due to the Clerk receiving funding for this from another employer. Prop. Cllr Hill, Sec. Cllr Hughes.
- 118 Update on Research into Obtaining Speed Indicator Signs:** Cllr Hill reported on research he had undertaken. It was **RESOLVED** to defer this to the next meeting for a further update.
- 119 Northamptonshire County Council 2018-19 Budget Consultation: Phase 1:** It was **RESOLVED** that Councillors would respond individually to the online survey and that the Clerk would draft and circulate a letter to send to the MP regarding the proposed budget cuts, lobbying for an increase in central government funding for Northamptonshire County Council.
- 120 Mowing Complaints & To Agree Mowing Plan to Put on Website/ Consult Residents:** Following complaints received from resident which had previously been noted regarding which areas were being mowed, it was **RESOLVED** that Cllr White would email the Clerk the mowing plans to upload onto the village website to allow residents to see which areas were included.
- 121 Planning:**
- a. **Planning Decision Notice: DA/2017/0836: The Paddock 6, Brixworth Road, Creaton, Northamptonshire, NN6 8NG: Single storey link to join existing house to existing annexe. New double doors and sidelights. Permission Granted. Noted**

122 Finance:

Bank Balance as at 31st October 2017

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|----------------------------------|-----------------------|
| Bussiness Reserve Account | £30,032.97 |
| Current Account | <u>£200.00</u> |

Total**£30,232.97****a. Receipts****£**

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| Precept (half year instalment – 28.09.17) | 10,000.00 |
| Interest (29.09.17) | 0.20 |

b. Payments for Approval:**£**

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| i. Katrina Jones (Clerk salary and home use payment October 2017, Payroll process dated 28/10/17) | 364.64 |
| ii. Katrina Jones (Clerk salary and home use payment for November 2017, payment to be approved in advance) | 364.64 |
| iii. BDO (external auditors fee) | 120.00 |
| iv. Eon (for electricity supply - invoice dated 2 nd October 2017) | 254.87 |
| v. URC invoice for hire on 3 rd October 2017 | 10.00 |
| vi. R & G invoices for grass cutting dated 29/9/17 & 30/10/17 & 31/10/17 | 1059.69 |
| vii. Village Hall Invoice for hire | 120.00 |
| viii. Information Commissioner | 35.00 |
| ix. Imperative Training Limited - Invoice for Replacement Defibrillator Equipment | 172.80 |

It was **RESOLVED** to approve all payments. Prop. Cllr Hill. Sec. Cllr Aveyard.

c. To confirm approval of payments at meeting of 3rd October 2017.

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| i. Katrina Jones (Clerk salary and home use payment September 2017, Payroll process dated 28/09/17) | 364.64 |
| ii. Village Link for August/September edition | 50.00 |
| iii. Autela Group Ltd for payroll services | 38.40 |
| iv. Eon for street light upgrades | 2368.80 |

It was **RESOLVED** to approve all payments. Prop Cllr White. Sec. Cllr Aveyard.

- d.** It was **RESOLVED** to approve the Payments, Receipts and Bank Reconciliation up to 31st October 2017 which was signed by Cllr Winter.

123 AOB (Points of Information)
None

124 Next Meeting: Ordinary Parish Council Meeting: Tuesday 9th January 2018.

Meeting closed at 9.50pm.