

Creaton Parish Council Annual Meeting

2nd May 2017 Minutes

Chairman: Councillor James Hill

Clerk: Katrina Jones creatonpc@gmail.com 01604 740862

Minutes of Annual Meeting of Creaton Parish Council Held on Tuesday 2nd May 2017 in the Village Hall, Creaton at 7.30 pm

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

In attendance: Katrina Jones (Clerk), District Cllr Fabienne Fraser-Allen and 1 member of the public.

- 1. Election of Chairman:** Cllr James Hill was unanimously elected as Chair and duly signed the acceptance of office form. Prop. Cllr White Sec. Cllr Aveyard.
- 2. Election of Vice Chairman:** Cllr Winter was unanimously elected as Vice Chair and duly signed the acceptance of office form. Prop. Cllr Hill, Sec. Cllr Aveyard.
- 3. Apologies for Absence:** None.
- 4. To Confirm Minutes of Meeting:** Minutes of Creaton Parish Council meeting held on 7th March 2017 and the minutes of the Planning Executive Meeting held on 28th March 2017 were confirmed as a true and accurate record and duly signed.
- 5. Declarations of Interest:** Cllr Thomas in item 21.b.(v).
- 6. Public Forum:** Cllr Hill read out the following update from Richard Hollingum on behalf of Creaton SOS:

“In order to carry out the business of running a community shop, Creaton SOS applied to become a not-for-profit organisation. On the 28th March 2017 Creaton Community Benefit Society Limited was registered and will now be able to proceed with writing the business plan, raising funds (including the proposed share issues) and finalising a location for the community shop. The first three officers of CCBS are: Chair: Charles Matts; Vice - Chair/Communications: Richard Hollingum; Treasurer: Michael Rogerson

A number of those involved in the Creaton SOS Steering Group have also joined the new organisation as have new members been recruited to help fill an expertise gap. A full list of the management team will be available upon request.

At the last Parish Council Meeting, Creaton SOS requested that the Council consider the possibility of the use of the un-consecrated part of the burial ground to site a temporary building as the first phase of the new shop. Since that meeting, the burial ground has been taken off the list of possible sites. Three sites remained on the list and last week a fourth

option has been offered – that of a portion of Tom and Alan Gillot’s land adjacent to the telephone exchange.

This new offer has many advantages over the other sites and is the preferred option of Creaton CBS. However, one of the conditions of use is the removal of the former bus shelter. The bus shelter, a building on the Council Asset Register, no longer serves its original function as the bus service has been re-routed through the village via Brixworth Road for a number of years. According to some reports it is often used as a urinal. Creaton CBS would therefore request that the Parish Council discuss the removal of the bus shelter.

A pre-planning meeting with Daventry District Council takes place on Thursday of this week.

As the Council is aware, one of the pressures on Creaton CBS is to have the shop up and running within the period of the current Post Mistress’s retirement notice. It is important for the village and the surrounding communities that the existing level of Post Office service – Community Post Office – is retained and in order to do this, the new premises have to be planned, built and opened in a very short time span. Creaton CBS have now learned from the Post Mistress that she has tendered her resignation and that she will cease trading on August 3rd 2017.

The Management Team has yet to meet to discuss the implications of this time frame. However, Creaton CBS acknowledge that David and Sylvia needed to set a date and are very grateful to them for having delayed that action until now.

Following the initial invitation within the questionnaire, and the subsequent second invitation following the village meeting in early March, many people have made a non-binding pledge to purchase shares in the shop. To date, the amount thus pledged is in excess of £60,000. Both the response in numbers and in amount has been better than our expectations and it is good to know that this support comes not just from Creaton but from people in Cottesbrooke, Teeton, Hollowell and Long Buckby!

Once a site has been secured, Creaton CBS will be able to start the process of accessing other funds available from national organisations.”

7. Allocation of Councillor Responsibilities and Committees Including Election of Planning Committee Chair: It was **RESOLVED** that Councillors’ committees and responsibilities would remain the same with exception of Cllr Shanks removing herself from the Cemetery Committee and Cllr Hughes being added to the Cemetery Committee. It was also **RESOLVED** that Cllr White be elected Chair of the Planning Executive Committee. Prop. Cllr Hill. Sec. Cllr Winter. Unan.

8. Chairman’s Report: Cllr Hill gave the following report:

“It has been another busy year for the Parish Council. Summarised in this report are the activities and initiatives that the Council undertook and other important events which occurred during the past year are also noted.

1. Clerk and Councillors

We enjoyed the arrival but all too swift departure of Felicity Ryan as Clerk but are now pleased to have been working with Katrina Jones as Clerk to the Parish Council since January.

Two Councillors resigned their seats during the year and Anna Hughes has been Co-opted on to the Council leaving one vacant position.

2. Policies

The Council reviewed and amended existing policies as well as adopting new policies where required.

3. Meetings

The Council held seven full Parish Council meetings and three Planning Executive meetings. In addition we arranged and chaired an open village meeting to discuss the forthcoming closure of the village shop and post office.

Councillor attendance over the past year has been extremely high with four Councillors achieving a 100% attendance record, and an overall average attendance record of 95%. This demonstrates a high level of commitment to the Parish Council and the work it undertakes.

4. Planning

A total of 15 planning, TPO and Conservation Area applications were put before the Parish Council for consultation. All were responded to.

5. Finance

The Parish Council awarded grants to Great Creaton Primary School PTA (£500), Ducklings Pre-School (£500) and Creaton Playing Field Association (£1,000). The Parish Council also made donations to The Royal British Legion and Village Link during the year.

Councillors took the difficult decision to increase the Precept for the 2017/2018 financial year to address increased costs of services and to protect the parish Council's reserves.

6. Grass Cutting

R&G continued to deliver the green works contract with overall success albeit with the need for the occasional intervention from Cllr White when extra cuts were needed or when certain areas were left uncut.

7. Initiatives

- i. Successfully applied for double yellow lining at the top of Violet lane to answer safety concerns from local residents.
- ii. Approved and implemented Phase 6 of the street light replacement project with only one phase remaining to achieve overall completion of this project.
- iii. Continued 'Paint Means Poo' campaign to monitor and deter dog fouling around the village.
- iv. Submitted regular editorial and other content to Village Link to communicate with parishioners.

- v. Organised and chaired an open village meeting to discuss and stimulate debate around the provision of our village shop and post office which is due to close. From this an independent working group was established to take matters forward.
- vi. During the year a village walkabout was undertaken which identified a number of actions which were subsequently followed up on.
- vii. The Parish Council, as in previous years, arranged for a Christmas tree and lights to be placed on the village green during the Christmas period.
- viii. Two litter picks (one in spring and one in autumn) were arranged and equipped by the Parish Council and hosted at Poppies Café as a base and for refreshments provided by the Council.

8. 2017/18

The Parish Council will continue to work as a team to deliver our responsibilities and improvements to the Village where possible, as well as react to opportunities and issues as they arise using our financial capabilities and any available District and County Council resources.”

- 9. **Co-opting of New Member to the Council:** No applications for the vacancy had been received.
- 10. **Update on Bus Stops:** Cllr Hughes and Cllr Thomas reported on their recent meeting with Matthew Barber from Northamptonshire Highways. Cllr Thomas suggested a possible site and suggested an alternate bus route to accommodate it.
- 11. **Bus Service 60 Review:** It was **RESOLVED** that the Clerk would respond to John Ellerby by 5th May suggesting the change of route proposed by Cllr Thomas and stating residents’ wish to be able to travel to Brixworth.
- 12. **Grass Cutting: Cottesbroke Road Adjacent to Home Farm Close and Triangle:** It was **RESOLVED** that the Clerk and Cllr White would contact R&G to ask them to identify which verges were being cut. It was **RESOLVED** not to pay the part of the R&G invoice for which they applied a charge for mowing the verges. It was **RESOLVED** that the Clerk will find out what areas, and with what frequency, Northamptonshire Highways are mowing in the Parish and find out about claiming a mowing grant.
- 13. **Ditch Not Cleared by Highways :** It was **RESOLVED** that the ditches in need of clearing would be reported on Street Doctor.
- 14. **Grant Applications :** It was **RESOLVED** that the Chair, Cllr Hill, would have the delegated authority to amend the grant policy and application form before the Annual Parish Meeting. Pop. Cllr Aveyard. Sec. Cllr Shanks.
- 15. **Cemetery:** Cllr Aveyard had prepared and circulated a report before the meeting. It was agreed that quotes are needed for the work required to the churchyard and that by working with the PCC there will be greater potential for accessing grant funding.

16. **Annual Meeting of the Parish:** It was **RESOLVED** that the Clerk would invite the Clean and Green Project Co-ordinator to speak at the Annual Parish Meeting on Tuesday 16th May and that Cllr Aveyard would email the Clerk with information about the Annual Parish Meeting.
17. **Daventry District Council Community Grants:** It was **RESOLVED** that Cllr Hughes would contact Rob Burton from DDC for further information regarding eligibility.
18. **Insurance Renewal:** Upon consideration of the quotes for insurance which had been obtained by the Clerk, it was **RESOLVED** to accept the quote from Came & Company for a period of one year at a cost of £346.40. Prop. Cllr Hill Sec. Cllr Shanks, unan.
19. **Clean Green Coordinator Project:** It was **RESOLVED** to defer this item pending inviting the Clean & Green Project Co-ordinator to the Annual Parish Meeting.
20. **Planning:**
- a. **DA/2017/0092 (Amended): 36, Brixworth Road, Creaton, Northamptonshire, NN6 8NQ: Drop kerb for vehicle access, convert part of front garden to a gravel driveway.**
No comments.
21. **Finance:**

Bank Balance as at 31st March 2017

£20,257.88

a. Receipts

£

| | |
|---------------------|------|
| Interest (31.03.17) | 0.18 |
|---------------------|------|

b. Payments for Approval:

£

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|--|---|
| i. Katrina Jones (Clerk salary and home use payment) April 2017 | 363.04 |
| ii. Village Link (newsletter donation) | 200.00 |
| iii. Eon invoice (street lighting electricity supply) | 233.47 |
| iv. R and G (invoice for mowing and hedges) | (697.58 – invoice amount) 643.58 approved to be paid |
| v. Cllr Reg Thomas: reimbursement for 14 cups of coffee served by Creaton URC (Poppies) coffee shop to volunteers during the Litter Pick Saturday morning 25th March 2017. | 17.00 |
| vi. Came & Company: Parish Council Insurance | 346.40 |

It was **RESOLVED** to approve all payments, subject to the reduction of the payment to R&G. Prop. Cllr Winter, Sec. Cllr Hughes. Cllr Thomas abstained.

- c. **Audit:** Councillors **RESOLVED** to approve: the end of year accounts comprising of a list of payments and receipts up to 31st March 2017; the bank reconciliation up to 31st March 2017; the annual return for audit; and the supporting statement including significant variances to

be submitted to the auditors. All documents had been circulated ahead of the meeting. The bank reconciliation and annual return documents were duly signed. Prop. Cllr Aveyard, Sec. Cllr Hughes, unan.

Cllr Winter signed the bank reconciliation and had carried out a spot check of the payments prior to the meeting.

22. AOB (Points of Information)

- a. Cllr Thomas advised that he would be contacting Eon for quotes on upgrading the street lights as part of phase 7 of the street light upgrade programme. He also advised that he would like to move the street light on Violet Lane.
- b. Cllr Winter advised that she had received a complaint from a resident regarding an overgrown tree on the junction of Horsehoe Close and High Street which was interfering with overhead cables. It was noted that it was not known who owned the tree and it was agreed that it would be reported on street doctor.

23. Next Meetings: Annual Meeting of the Parish on 16TH May 2017 and Parish Council Meeting on 4TH July 2017.

Meeting closed at: 10.10pm.