

CREATON ANNUAL PARISH COUNCIL MEETING

15TH MAY 2018

MINUTES

Chairman: Councillor James Hill

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

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Minutes of Annual Meeting of Creaton Parish Council Held on **Tuesday 15th May 2018** in the Village Hall, Creaton at 6.45pm

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

In attendance: Katrina Jones (Clerk), District Cllr Kevin Parker, Reg Thomas and one member of the public.

- 1. Election of Chairman:** Cllr James Hill was elected as Chairman. Prop. Cllr White, Sec. Cllr Winter, unan.
- 2. Election of Vice Chairman:** Cllr Sylvia Winter was elected as Vice-Chair. Prop. Cllr Hill. Sec. Cllr Aveyard, unan.
- 3. Apologies for Absence:** Cllr Sue Leggett and Linda Toombs (planning committee member).
- 4. Signing of Acceptance of Office Forms by All Councillors Following Uncontested Election on 3rd May 2018:** All councillors present duly signed the acceptance of office forms.
- 5. To Confirm Minutes of Meeting:** It was **RESOLVED** to confirm the minutes of the Parish Council Meeting held on 6th March 2018. Prop. Cllr Hughes, Sec. Cllr Atkinson.
- 6. Declarations of Interest:** None.
- 7. Public Forum:** Sue Matts spoke about item 24.
- 8. Chairman's Report:** Cllr Hill delivered his report at the Annual Parish Meeting which followed. Cllr Hill advised that the report was also to go on the website.
- 9. Councillor Attendance Figures:** May 2017-18.

Cllr Hill	9/11 = 82%
Cllr Winter	10/11 = 91%
Cllr Aveyard	10/10 = 100%
Cllr White	11/11 = 100%

Cllr Hughes	7/7 = 100%
Cllr Atkinson	4/4 = 100%
Cllr Leggett	2/2 = 100%
Cllr Thomas	10/10 = 100%

10. **To Confirm Committees and Councillor Roles:** It was **RESOLVED** that Reg Thomas would continue in the role as street lighting officer. It was confirmed that all the other committee and councillor roles would remain the same.
11. **To Review and Approve All Parish Council Policies, Including Risk Assessment, and To Adopt New Standing Orders (NCALC Model Standing Orders):** It was **RESOLVED** to approve all existing policies and to adopt the new Standing Orders. Prop. Cllr Hill, Sec. Cllr Winter.
12. **To Confirm Actions Arising From Risk Assessment Walk:** It was **RESOLVED** to confirm the results of the risk assessment walk and the agreed actions arising which had been circulated.
13. **To Approve Street Lighting Upgrade and Relocation of Street Light by New Shop Site:** It was **RESOLVED** to accept the quote from Eon and proceed with the option recommended by street lighting officer Reg Thomas. It was also **RESOLVED** to agree further expenditure of up to £500 for a second lamp to create a double lamp lighting the footpath to the new shop and the existing footpath known as the 'knick knacks'. Prop. Cllr Hughes, Sec. Cllr Hill.
14. **Creaton History Project - Heritage Lottery Fund Bid Update:** Cllr Aveyard provided an update on the HLF bid.
15. **Village Shop and Post Office Project: To Acknowledge The Notification from CCBS and that Parish Council have received Method Statement and Risk Assessment from the Contractor via CCBS:** It was noted that the contractor for the Creaton Community Benefit Society had provided a method statement and risk assessment regarding the removal of the bus shelter.
16. **To Appoint Northants CALC as Data Protection Officer for Creaton Parish Council and To Approve Agreement Provided by Northants CALC:** It was **RESOLVED** that Northants CALC would be appointed as Data Protection Officer and the Chair duly signed the agreement. Prop. Cllr Hill, Sec. Cllr Aveyard.
17. **To Confirm Action to be Taken by the Parish Council to Comply with GDPR:** The Clerk had circulated a report on actions that the Parish Council needed to take and it was agreed that the Clerk would find out if councillors could use email addresses linked to the website.
18. **To Consider Whether to Sign Litter Picking Agreement with Daventry District Council:** It was **RESOLVED** that the Parish Council would not enter into the litter picking agreement with Daventry District Council. Prop. Cllr Hill, Sec. Cllr White.
19. **Transparency Fund Outcome:** It was noted that £449.96 had been received from the Transparency Fund which covered the expenditure in the last financial year of the staff cost of the Clerk ensuring that the Parish Council complied with the Transparency Code through the website.

20. **To Approve Insurance Renewal:** It was **RESOLVED** to approve the insurance renewal of £410.26 through Came & Company. Prop. Cllr Hill, Sec. Cllr Atkinson.
21. **To Agree Clerk Obtaining Quotes for Repair of Parish Noticeboard:** It was **RESOLVED** that the Clerk would obtain quotes for repairing the Parish Noticeboard and for the 'No Parking' sign on the Green.
22. **To Agree Response to Consultation by Northamptonshire County Council on Creaton Primary School Closure:** It was **RESOLVED** that Cllrs Hill, Hughes and Atkinson would prepare a response to Northamptonshire County Council on behalf of the Parish Council regarding the consultation on the closure of Great Creaton Primary School. It was **RESOLVED** that the response would strongly oppose the closure of the Primary School. Prop. Cllr Hill, Sec. Cllr Hughes.
23. **To Consider Any Action Regarding Withdrawal of Bus Services:** The correspondence received by the Chair of Spratton Parish Council was noted and it was agreed that Cllr Hughes would provide feedback to him on the proposals outlined. It was also agreed that the Parish Council could not commit to any cost.
24. **To Approve Memorial Application:** It was **RESOLVED** to approve the memorial application from Sue Matts and permit dimensions that differed from the Parish Council's Burial Regulations.
25. **To Sign Standing Order to Amend Payment of Clerk's Salary in line With Agreed National Pay scale Increase for Clerks (To Be Signed By Two Signatories):** It was **RESOLVED** to sign a New Standing Order Form and to cancel the existing Standing Order to increase the Clerk's salary in line with the national pay increase for Clerks. Prop. Cllr Hill. Sec. Cllr Aveyard.
26. **Planning Applications:**
 - a. **DA/2018/0240: Creaton House 24, The Green, Creaton, Northamptonshire, NN6 8ND: Work to tree within a conservation area:** It was **RESOLVED** that there were no comments.
 - b. **DA/2018/0345: Thorneycroft 15, The Green, Creaton, Northamptonshire, NN6 8ND: Work to trees within a conservation area:** It was **RESOLVED** that there were no comments.
 - c. **DA/2018/0298: The Dial House, High Street, Creaton, Northamptonshire, NN6 8NA: Demolition of existing conservatory and existing side extension to outbuilding. New single storey link to join outbuilding to main house, single storey rear extension to kitchen and new roof over kitchen and extension:** It was **RESOLVED** that the Clerk had delegated authority to respond on behalf of the Parish Council and that Cllr White would make a site visit. Prop. Cllr White, Sec. Cllr Hill.
27. **To Consider Offer of Donation of Bench to be Placed in the Churchyard:** It was **RESOLVED** that the location of the bench needed to be agreed and that Cllr Hughes would find out more information on the intended location.
28. **Finance**

Bank Balance on Bank Statement as at 30th April 2018

£42,673.71

a. Receipts

£

i. VAT Repayment from HMRC	2219.77
ii. Transparency Fund Grant	449.96
iii. Precept from DDC (26.04.18)	10500.00
iv. Interest (30.04.18)	1.21
v. Daventry District Council (CIL – DA/2016/0715)	5262.65

b. Payments for Approval:

£

i. Katrina Jones (Clerk salary and home use payment March and April 2018, Payroll process dated 28/03/18 and 28/04/18) paid by standing order	729.28
ii. Eon for electricity	231.83
iii. Village Link for 3 editions: April/May 2018 (£50); June/ July 2018 (£50)	100.00
iv. R & G: Remainder Invoice dated 27.02.18 (for cutting school hedge) (£640); Invoice dated 30.03.18 (£340.52); Invoice dated 30.04.18 (£591.88)	1572.40
v. NCALC for membership subscription and internal audit service	445.98
vi. Creaton United Reformed Church: Electricity for defibrillator	12.00
vii. Katrina Jones reimbursement for printer ink	26.99
viii. Autela for payroll services: invoice dated 01.04.18	46.08
ix. ACRE subscription	35.00
x. Came & Company	410.26

It was **RESOLVED** to approve all of the above payments. Prop. Cllr Hill, Sec. Cllr Aveyard.

c. List of Payments and Receipts to be Presented and Bank Reconciliation up to 31st March 2018 to be approved and signed: It was **RESOLVED** to approve the Bank Reconciliation which was signed by the appointed Councillor, Cllr Winter. Prop. Winter, Sec. Cllr Hill.

d. To Consider Internal Audit Report and To Approve Annual Return and Supporting Documents – To Be Signed By Chair and Clerk: It was noted that the internal auditor's report found no issues arising and it was **RESOLVED** to approve the dates for the exercise of public rights and the Annual Return document (AGAR Part 2) which was duly signed by the Chair and Clerk. Prop. Cllr Atkinson, Sec. Cllr Hughes.

29. AOB (Points of Information): None.

30. To Note Next Meeting: Ordinary Parish Council Meeting on Tuesday 3rd July 2018

Meeting closed at 8.05pm.