

# CREATON PARISH COUNCIL MEETING

## 6<sup>TH</sup> MARCH 2018

### 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 6<sup>th</sup> March 2018** 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, Anna Hughes and Sue Leggett.

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

**164 Apologies for Absence:** None.

**165 Declarations of Interest:** None.

**166 Sign and Approve Minutes of Meetings:** It was **RESOLVED** to confirm the minutes of the Parish Council Meeting held on 9<sup>th</sup> January 2018 as a true and accurate record and they were duly signed. Prop. Cllr Winter, Sec. Cllr Atkinson.

**167 Public Forum:** Three members of the public spoke regarding item 168.

**168 To Consider Complaints and Agree Any Action Regarding Work Carried out to School Hedge:** It was **RESOLVED** that Cllr White would contact R&G regarding the school hedge to ask if temporary mesh fencing could be placed on the inside of the hedge to cover the holes until the hedge grows back and to ask that they cut back any branches which are protruding on the inside of the hedge. Prop. Cllr Hill, sec. Cllr Hughes

**169 To Agree Social Media Policy and Agree Action Regarding Parish Council Facebook Page:** It was **RESOLVED** to adopt the social media policy which had been circulated to all councillors and that the Clerk would create a Facebook page to be administered by the Clerk, which could also be accessed by the Chairman. Prop. Cllr Hughes, sec. Cllr Atkinson.

**170 Update Regarding Good Neighbour Scheme and To Agree Any Action Required by Parish Council:** Cllr Atkinson reported on her plans to set up a Good Neighbour Scheme in Creaton and advised that no Parish Council involvement was required.

**171 To Agree Format and Speakers for Annual Parish Meeting on Tuesday 15<sup>th</sup> May 2018:** It was **RESOLVED** that Cllr Atkinson would invite Emma Parry from Daventry District Council or someone from ACRE to speak about the Good Neighbour Scheme at the Annual Parish Meeting.

- 172 To Agree Whether to Enter Best Village Competition 2018:** It was **RESOLVED** to enter the Best Village Competition and that Cllrs Hughes, Atkinson and Leggett would complete and submit the entry form and lead the Parish Council's involvement. Prop. Cllr Hill, Sec. Cllr Aveyard.
- 173 To Identify and Agree Booking Any Training Courses for Councillors and/or the Clerk:** It was **RESOLVED** that the Clerk would book Cllr Hughes on an NCALC finance training course for councillors. Prop. Cllr Hill, Sec. Cllr Aveyard.
- 174 To Agree Draft Letter Explaining Increase in Precept to Residents:** It was **RESOLVED** that the Parish Council would not send a letter to residents explaining the increase in precept. Prop. Cllr Hill. Sec. Cllr Aveyard.
- 175 To Approve Quote from Eon and to Agree Entering into Contract for Street Lighting Maintenance Contract:** It was **RESOLVED** to accept the quote from Eon and enter into a contract for street light maintenance, which will be invoiced quarterly at £88.25 plus VAT a quarter. Prop. Cllr Hill, Sec. Cllr Thomas.
- 176 To Agree Paying Clerk Salary Monthly by Standing Order and Approve Form to be Signed by Two Signatories:** It was **RESOLVED** to pay the Clerk's salary monthly by standing order and the NatWest form to set up a standing order was duly signed by two signatories at the meeting. Prop. Cllr Aveyard. Sec. Cllr Hill.
- 177 To Agree Any Action Regarding Parish Council Elections On Thursday 3<sup>rd</sup> May i.e. Publicising Elections and Following Election Timetable:** It was **RESOLVED** that any Councillors wishing to attend the election information meeting on Tuesday 20<sup>th</sup> March 2018 at 5.30pm at Daventry District Council, the details of which had been circulated, would notify the organisers at DDC.
- 178 Creaton History Project - Heritage Lottery Fund Bid Update:** Cllr Aveyard provided an update and advised that she was awaiting two quotes before she could submit the application to HLF. It was agreed that the Clerk would provide the external audit cost to Cllr Aveyard to include in the bid.
- 179 Tesco Grant Application:** Cllr Aveyard advised that she had submitted an application for a grant for litter picking equipment and was awaiting the outcome.
- 180 Transparency Fund Update:** The Clerk confirmed that an application had been submitted for a grant from the Transparency Fund and was awaiting the outcome.
- 181 To Consider any Action Regarding Loss of Bus Services:** It was **RESOLVED** that Cllr Hughes would continue to make enquiries with the bus companies and other Parish Councils regarding the loss of the bus services serving Creaton and other villages. District Councillor Kevin Parker, who was in attendance, agreed to speak to the leader of DDC and County Councillor Cecile Irving-Swift regarding the loss of bus services and advised that he would then contact the Clerk.

- 182 Village Litter Pick Update:** Councillors reported that the litter pick had gone well and that feedback had been positive. It was also noted that eight bags of litter had been collected.
- 183 To Consider New Data Protection Legislation (GDPR) Coming Into Force in May 2018; Agree Any Action Required by Parish Council; and Consider Impact of GDPR on Payroll:** It was **RESOLVED** that the Clerk would provide a report at the following meeting regarding any action required by Parish Council as a result of the GDPR.
- 184 Village Link Items:** A copy of the Parish Council article for Village Link, which had been drafted by Cllr Aveyard, had been circulated ahead of the meeting. It was **RESOLVED** that Cllr Aveyard would remove information about the bus services and include information about the Parish Council Facebook page and the election on 3<sup>rd</sup> May 2018.
- 185 Risk Assessment Walk and Form to be Completed:** It was **RESOLVED** that Councillors would undertake a Risk Assessment Walk of the village on Monday 26<sup>th</sup> March 2018 at 6pm and would meet at the Lychgate.
- 186 To Consider Implications of Northampton County Council Issue of Section 114 Notice, Including Mobile Library Being Withdrawn:** This was noted along with the fact that NCC had not confirmed that the mowing grant owing to the Parish Council for the last mowing season would be paid.
- 187 Councillor Declaration of Interest Forms – Reminder for Councillors to Review and Update their Declared Interests:** It was noted that Councillors had recently reviewed and updated their declarations of interests where necessary.
- 188 To Further Consider Whether to Agree to Litter Pick Grant in Return for the Parish Council Undertaking Its Own Litter Picking:** It was **RESOLVED** that the Parish Council would like to request a service level agreement for a litter pick grant from Daventry District Council and that the Clerk would respond to DDC confirming this. Prop. Cllr Hill, Sec. Cllr White.
- 189 Defibrillator Update:** Cllr Leggett reported on the handover of the information for the defibrillator and advised that EMAS have acknowledged that Cllr Leggett has taken it over.
- 190 To Consider Offer of Donation of Bench to be Placed in the Churchyard:** It was **RESOLVED** that this item would be deferred until the next meeting to enable the existing benches to be inspected during the Risk Assessment Walk.

**191 Finance:**

**a. Receipts** **£**

Interest (31.01.18)	1.25
Interest (28.02.18)	1.01

**b. Payments for Approval:** **£**

i. Katrina Jones (Clerk salary and home use payment January and February 2018, Payroll process dated 28/01/18 and 28/02/18) Standing Order for 28/03/18 (min ref 176) for £364.64 also approved	729.28 <b>Approved</b> 364.64 to be paid 28/03/18 <b>Approved</b>
ii. Eon for electricity	236.99 <b>Approved</b>
iii. Village Link for 3 editions: October/November 2017; December 2017/January 2018; February/March 2018	150.00 <b>Approved</b>
iv. R & G for cutting school hedge (£1140) and church hedge (£192.94)	1332.94 <b>Payment of £692.94 approved.</b>
v. NCALC for new councillor courses (Cllrs Atkinson and Leggett)	84.00 <b>Approved</b>
vi. Information Commissioner	35.00 <b>Approved</b>

It was **RESOLVED** to approve all payments in full, except item 191.b.iv. It was **RESOLVED** to pay £692.94 to R & G, being the full amount invoiced of £162.94 for trimming the church hedge, and £500 towards to the invoice of £1140 for cutting the school hedge. This invoice is to be on the next agenda for approval to pay the remaining amount, pending the outcome of the actions agreed at item 168. Prop. Cllr Hill, Sec. Cllr Aveyard.

It was also **RESOLVED** to use the £350 received from the County Councillor Empowerment Fund towards the cost of cutting the hedge (item 191.b.iv.), aimed at improving and widening access to residents along the footpath, and this money will now be considered as spent.

- c. **List of Payments and Receipts to be Presented and Bank Reconciliation up to 31<sup>st</sup> January 2018 to be approved and signed:** It was **RESOLVED** that the bank reconciliation and list of payments and receipts be approved and was duly signed by the appointed Councillor, Cllr Winter. Prop. Cllr Winter, Sec. Cllr Hill.

**192 AOB (Points of Information):** None.

**193 Next Meeting: Ordinary Parish Council Meeting on Tuesday 1<sup>st</sup> May 2018**

**Meeting closed at 9.20pm**