

# CREATON PARISH COUNCIL

Chairman: Mr Stan Perrins

Clerk: Mrs L Compton  
12 Olde Forde Close  
Brixworth  
Northants NN6 9XF

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## Minutes of a meeting of Creaton Parish Council held on Tuesday 6<sup>th</sup> April 2010 in the Village Hall, Teeton Lane at 8.00 pm

**Present:** Councillors Stanley Perrins (Chair), Margaret Jack, Maureen Titman, Linda Toombs and David Watt  
**In attendance:** Lynne Compton, Clerk

Councillor Perrins proposed a vote of thanks to Councillor Toombs (who would not be standing as Councillor at the forthcoming election) for all her hard work and dedication to the post of Councillor over the last 16 years. This was agreed unanimously.

- |                                    |  | Power(s)       | Action |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
|------------------------------------|--|----------------|--------|--------|----------------------------------|-----|---------|--------------------------------|-----|--------|------------------|-----|--------|----------------------------|-----|---------|------------------------------------|-----|--------|--------------|--|----------------|--|--|
| 160.                               | <b>RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE</b><br>Parish Council resolved to approve acceptance of apologies from Cllr Thomas and Cllr Hollingum.  |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| 161.                               | <b>RESOLUTION TO SIGN AND APPROVE MINUTES OF MEETING AND AGENDA dated 2<sup>nd</sup> March 2010.</b><br>These were proposed by Cllr Perrins, seconded by Cllr Jack and resolved to be approved by Parish Council   |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| 162.                               | <b>MATTERS ARISING FROM PREVIOUS MINUTES (for information only)</b>  |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| a)                                 | <b>Creaton Spring Clean – Saturday 20<sup>th</sup> March 2010</b><br>It was reported that due to poor weather and people possibly forgetting, only about 10 people turned up. It was also reported that the winners of the bottle of wine (kindly donated by Highgate House) were Mr and Mrs Hoyle. It was suggested that in addition to posters advertising and an entry in Village Link there should be a letter drop a week before any future events reminding people. Action: Clerk to investigate costs.  |                | Clerk  |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| 163.                               | <b>MEMBERS' DECLARATION OF INTEREST for items on the agenda</b><br>There were none.  |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| 164.                               | <b>FINANCE</b>   |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| a)                                 | <b>Resolution to approve payment of outstanding accounts</b>   |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
|                                    | <table border="0" style="width: 100%;"><thead><tr><th style="width: 60%;">Details</th><th style="width: 20%; text-align: right;">Chq No</th><th style="width: 20%; text-align: right;">Amount</th></tr></thead><tbody><tr><td>LYNNE COMPTON (Clerk Wages March</td><td style="text-align: right;">183</td><td style="text-align: right;">£279.82</td></tr><tr><td>LYNNE COMPTON (Clerk Expenses)</td><td style="text-align: right;">184</td><td style="text-align: right;">£48.00</td></tr><tr><td>HMRC Only (PAYE)</td><td style="text-align: right;">185</td><td style="text-align: right;">£68.80</td></tr><tr><td>EON (Lighting maintenance)</td><td style="text-align: right;">186</td><td style="text-align: right;">£109.24</td></tr><tr><td>VILLAGE LINK (Newsletter donation)</td><td style="text-align: right;">187</td><td style="text-align: right;">£50.00</td></tr><tr><td><b>TOTAL</b></td><td></td><td style="text-align: right;"><b>£555.86</b></td></tr></tbody></table> | Details        | Chq No | Amount | LYNNE COMPTON (Clerk Wages March | 183 | £279.82 | LYNNE COMPTON (Clerk Expenses) | 184 | £48.00 | HMRC Only (PAYE) | 185 | £68.80 | EON (Lighting maintenance) | 186 | £109.24 | VILLAGE LINK (Newsletter donation) | 187 | £50.00 | <b>TOTAL</b> |  | <b>£555.86</b> |  |  |
| Details                            | Chq No   | Amount         |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| LYNNE COMPTON (Clerk Wages March   | 183  | £279.82        |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| LYNNE COMPTON (Clerk Expenses)     | 184  | £48.00         |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| HMRC Only (PAYE)                   | 185  | £68.80         |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| EON (Lighting maintenance)         | 186  | £109.24        |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| VILLAGE LINK (Newsletter donation) | 187  | £50.00         |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| <b>TOTAL</b>                       |  | <b>£555.86</b> |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| b)                                 | <b>To receive details of income (if any)</b><br>NCC Match Funding for VAS sign - £3000<br>County Councillors Empowerment fund for laptops and Village hall toilet refurbishment - £3000  |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| c)                                 | <b>Resolution to approve Bank Reconciliation and Receipts and Payments report to 28<sup>th</sup> February 2010</b><br>This was proposed by Cllr Watt, seconded by Cllr Titman and resolved to be approved by Parish Council.   |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| d)                                 | <b>Annual Audit</b><br>1. To report that the Audit papers had been received from BDO and the dates were as follows:-<br><i>3/5 to 16/5 Display Notice of Audit</i><br><i>17/5 to 14/6 Make Records Available</i><br><i>18/6 Completed Audit and accompanying documentation to be returned to BDO</i><br><br>2. To report that the internal NCALC Auditor had agreed a provisional date of Tuesday 22 <sup>nd</sup> April to audit the Parish Council accounts subject to Parish Council approval. Parish Council agreed to the date.<br>3. To agree date for Cllr Watt to view all financial documentation prior to the audit – Cllr Watt agreed to do the self-audit prior to the internal auditor attending.   |                |        |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |
| e)                                 | <b>Review of Financial Regulations and Internal Controls and resolution to adopt</b><br>1. New Model Standing Orders (previously circulated) – these would be further  |                | Clerk  |        |                                  |     |         |                                |     |        |                  |     |        |                            |     |         |                                    |     |        |              |  |                |  |  |

Creaton Parish Council – Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2010 Continued  
reviewed prior to the Annual Meeting of Creaton Parish Council.

The following were proposed by Cllr Watt, seconded by Cllr Perrins and resolved to be adopted by Parish Council:-

2. Risk Assessment (previously circulated)
3. Audit Plan (previously circulated)
4. Internal controls – Terms of Reference check list
5. Financial Regulations (previously circulated)

f) **Replacement of Streetlighting** – to receive and discuss quotations

Two additional additional quotations had been received. Cllrs agreed that before any decision was made, pictures of what they would look like would be necessary to show colour and shape of lights plus types of poles and an estimate of how many needed replacing (where telegraph poles were being removed). Action: Cllr Thomas

Cllr  
Thomas

165. **TO CONSIDER PLANNING APPLICATIONS RECEIVED**

There were none.

166. **TO REPORT PLANNING APPLICATION DECISION NOTICES (if any)**

DA/2010/0051 – replacement dwelling Garden House, 14 The Green, Creaton

**DDC Planning Permission Granted**

167. **SHLAA / WNDC Audit of Land**

It was reported that Berry's would not be attending the meeting as they had not been instructed to any further work on behalf of their clients (a letter from Berrys to this effect was read out). Councillor Toombs had circulated HS22 from the Local Plan 2007 relating to the policy on infill villages.

168. **CREATON CEMETERY/CHURCHYARD**

a) **Burial/memorial requests**

There were none.

b) **St Michael's and All Angels – Closure of Churchyard**

It was reported that a letter had been sent to Mr Rogerson, Treasurer of the PCC detailing outstanding queries and stating that the request for the Parish Council to take over the maintenance of the Churchyard could not be made until after Royal Assent had been given for closure. Action: Clerk to follow up

Clerk

c) **Burial/Memorial Regulations**

1) Revised fees, regulations and a new regulations leaflet – these had been circulated. It was suggested that the Church of England fees should be used, as was the case in the majority of Parish Councils. It was agreed that notice of the intention to increase the fees would be given in the next Village Link.

Clerk

2) Assistance Scheme – Parish Council were concerned about the effect of the fee increase on less well off residents and suggested that a reduction should be made in certain cases which would be assessed on need. Action: Clerk to draft wording for Village Link and next meeting.

Clerk

169. **PROVISION OF COMPUTERS FOR USE BY RESIDENTS**

It was reported that Cllr Watt and the Clerk met to devise a questionnaire which had been circulated to the village (with the Village Link) to ascertain the need for provision of computers and/or a coffee shop. Prior to circulation, the questionnaire had been submitted to Parish Council for approval. Mrs Winter (Creton Post Office) had agreed to receive the responses in the Post Office. The final date for response had been set at **Friday 9<sup>th</sup> April.**

170. **HIGHWAYS ISSUES**

**NCC – Proposed speed limits on various roads – Daventry District**

A letter had been received outlining a change in the speed limit from **30 to 40** mph along the Welford Road starting just before Grooms Lane and ending at the next 30 mph sign before entering Creton. The new speed limit was unanimously approved by Parish Council subject to being acceptable by the Police.

171. **RESOLUTION TO APPROVE NOTICEBOARD POLICY**

Parish Council unanimously approved the new noticeboard policy which would be circulated to residents via the Village Link and a copy placed on the noticeboard.

172. **ANNUAL PARISH MEETING**

a) **Resolution to approve Tuesday 4<sup>th</sup> May at 7.30 pm in the Village Hall**

Parish Council unanimously resolved to approve the date of the Annual Parish Meeting. Action Clerk to arrange invitations to be circulated to residents and letters to the Treasurers of Parochial Charities and village organisations.

Clerk

b) **Draft Poster** – this was tabled. Parish Council approved the draft poster with the addition of “Closure of Creton Churchyard”.

Clerk

173. **ANNUAL MEETING OF CREATON PARISH COUNCIL**

Resolution to approve date which should be within 14 days of the Parish Council Election on Thursday 6<sup>th</sup> May 2010.

Parish Council resolved to hold the Annual Meeting of Creton Parish Council on Monday 17<sup>th</sup> May 2010, 8 pm in the United Reform Church. Action: Clerk to draft agenda and advertise.

Clerk

**174. CORRESPONDENCE RECEIVED AND CIRCULATED (not already on the agenda) The following was noted:-**

- |    |                  |  |                               |
|----|------------------|--|-------------------------------|
| a) | DDC              | Minutes of Parish and Town Councils meeting on 15th December. The next meeting would be Wed 16 <sup>th</sup> June 2010. Parish Council resolved that if Cllr Thomas or Cllr Hollingum were unable to attend then the Clerk would attend on Parish Council's behalf and raise the subject of infill villages. | Cllr Thomas<br>Cllr Hollingum |
| b) | NCC              | Tree warden letter and newsletter - respond by 20th March. It was reported that Mr and Mrs Titman were the Tree Wardens and would respond.   | Cllr Titman                   |
| c) | DDH              | Guide to lifeline  |                               |
| d) | Highways         | Details of M1 June 19 improvement  |                               |
| e) | Agy Clerk        | VL Parish Council news and Annual Parish meeting   |                               |
| f) | BDO Stoy Hayward | Spring briefing  |                               |
| g) | DDC              | Changes to Household Waste Recycling   |                               |
| h) | UMSO             | changes to mpan consumption once new lights installed – approximately half the cost with the new more efficient lighting.  |                               |
| i) | Eon NCALC        | Parish Council's charter   |                               |
| j) | POLICE           | Community Panel meetings   |                               |
| k) | DDC              | Project Verve plus response from Pamela Booker   |                               |
| l) | CPRE             | Road Show event at Great Houghton  |                               |
| m) | DDC              | Great Green Giveaway   |                               |
| n) | NCC              | Council Plan for consultation  |                               |

**175. DATE OF NEXT MEETING – Tuesday 4<sup>th</sup> May 2010 – Annual Parish Meeting Meeting Dates for 2010**

Monday 17<sup>th</sup> May 2010 – Annual Meeting of Creaton Parish Council  
 Tuesday 1<sup>st</sup> June 2010  
 Tuesday 6<sup>th</sup> July 2010  
 Tuesday 3<sup>rd</sup> August 2010  
 Tuesday 2<sup>nd</sup> September 2010

**Meeting Closed 10.10 pm**

Chairman's Signature:..... Date:.....

**Statutory Powers**

1. Open Spaces Act 1906 ss9 and 10 etc.
2. Local Govt Mis Provisions Act 1976 s.19
3. Parish Councils Act 1957, s3; Highways Act 1980, s301
4. Local Govt and Rating Act 1997 s26-29
5. Lotteries and Amusement Act 1976, s.7
6. Local Govt and Rating Act 1997, s.31