

ANNUAL CREATON PARISH COUNCIL MEETING

14TH MAY 2019

MINUTES

Chairman: Councillor James Hill

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

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Minutes of the Annual Meeting of Creaton Parish Council **Held on Tuesday 14th May 2019** in the Village Hall, Teeton Lane, Creaton at 6.45pm

Present: Cllrs James Hill (Chair), Michelle Aveyard, Geoff White, Maxene Atkinson, Anna Hughes, Christopher Reading and Susan Leggett.

In attendance: Katrina Jones (Clerk), Cecile Irving-Swift (County Councillor), Kevin Parker (District Councillor) and one member of the public.

1. **Election of Chairman:** It was unanimously **RESOLVED** to elect Cllr James Hill as Chairman.
2. **Election of Vice Chairman:** It was unanimously **RESOLVED** to elect Cllr Sylvia Winter as Vice-Chairman.
3. **Apologies for Absence:** Sylvia Winter (Vice Chairman)
4. **Signing of Acceptance of Office Forms by Chairman:** Cllr Hill signed the acceptance of office form.
5. **To Confirm Minutes of Meetings:** It was **RESOLVED** to confirm the minutes of the Parish Council Meetings held on 25th April 2019 and on 12th March 2019 as a true and accurate record and they were duly signed by the Chairman.
6. **Declarations of Interest:** None.
7. **Public Forum:** The Chairman of Creaton Playing Field Association spoke regarding the litter bins on the playing field and asked if the Parish Council could provide financial support for the purchase of new bins. It was agreed that this would be an item on the next agenda.

County Cllr Cecile Irving-Swift provided an update on the Local Government Reorganisation.

8. **Chairman's Report:** Cllr Hill provided a report.
9. **Councillor Attendance Figures: May 2018 – May 2019.** 10 meetings (6 ordinary, 4 extraordinary meetings)

Cllr Hill 10/10 = 100%

Cllr Winter 8/10 = 80%

Cllr Aveyard	6/10 = 60%
Cllr White	9/10 = 90%
Cllr Hughes	9/10 = 90%
Cllr Atkinson	10/10 = 100%
Cllr Leggett	7/10 = 70%
Cllr Reading	9/10 = 90%

10. **To Confirm Committees, Terms of Reference and Councillor Roles:** It was **RESOLVED** to approve the committees and terms of reference with no amendments and to defer the allocation of Councillor roles until the next meeting.
11. **To Review and Approve All Parish Council Policies and Regulations, Including Risk Assessment, Financial Regulations and Standing Orders:** It was **RESOLVED** to approve all existing policies, financial regulations, standing orders and risk assessment without amendment. It was **RESOLVED** that the suggested data protection policies and documents to be adopted would be on the next agenda. It was also **RESOLVED** to arrange to carry out the risk assessment walk.
12. **To Approve Insurance Renewal:** It was **RESOLVED** to renew the Parish Council's insurance cover with Inspire as recommended by Came and Company at a cost of £424.67.
13. **To Consider Correspondence Regarding Bus Service:** The bus service agreement and correspondence from Spratton Parish Council was noted and it was **RESOLVED** to approve a reduced payment of £1683.19 to be paid immediately to Spratton Parish Council in one instalment.
14. **To Agree Request for Community Litter Picking Kits from Daventry District Council:** It was **RESOLVED** to agree to obtain the litter picking kits offered by Daventry District Council and that Cllr White would collect them. It was agreed that the possibility of purchasing additional litter picking equipment with the Tesco grant funding would be considered further at the next meeting.
15. **Update and To Agree Working Party For Speed Display Sign Project:** It was **RESOLVED** to set up a working party with the following members: Cllr Hill, Cllr Hughes, Cllr Reading and Cllr Aveyard.
16. **To Agree Any Matters Relating to Former Employee's Pension:** An update was provided and it was **RESOLVED** that Cllr Hill would seek professional advice.
17. **To Resolve to Ring-fence Reserves:** It was **RESOLVED** to ring fence money, upon the internal auditor's advice, in line with the Parish Council's approved budget as follows: £3,500 for Churchyard Works; £4,000 for Speed Display Signs; and £5,000 Pension Liability Contingency.
18. **To Agree Any Matters Relating to Grass Cutting:** It was **RESOLVED** to continue with the current grass cutting contract with R & G.

19. **To Agree Any Matters Relating to Closed Churchyard Works:** It was **RESOLVED** to hold a separate meeting to discuss the required works in detail.

20. **Finance**

Bank Balance on Bank Statement as at 30 April 2019:

Business Reserve Account	51,522.65
Current Account	<u>200.00</u>
	51,722.65

Includes:

CIL Money (Restrictions on Expenditure)	5627.29
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a. Receipts

£

i. Tesco Grant	1000.00
ii. Mowing grant	450.27
iii. Precept from DDC	10500.00
iv. Interest (30.4.19)	7.56
v. Burial Fees (9.4.19)	300.00

b. Payments for Approval:

£

i. Katrina Jones (Clerk salary and home use payment March and April 2019, paid by standing order)	750.22
ii. Eon for electricity	280.65
iii. Eon for maintenance	105.90
iv. R & G (invoice dated 30/4/19)	642.00
v. NCALC for membership subscription and internal audit service	455.53
vi. Community Heartbeat Trust for replacement pads	162.96 Deferred
vii. URC hire at £10 per hr	20.00
viii. Autela for payroll services	53.00
ix. NCALC invoice for Data Protection Officer Fee	10.00
x. Spratton Parish Council for buses	1683.19
xi. Came and Company for insurance	424.67

It was **RESOLVED** to approve all of the above payments except b.vi payment to Community Heartbeat Trust which was deferred pending a revised invoice.

- c. **List of Payments and Receipts to be Presented and Bank Reconciliation up to 31st March 2019 to be approved and signed:** It was **RESOLVED** to approve the list of payments and receipts and the bank reconciliation up to 31st March 2019.
- d. **To Consider Internal Audit Report and To Approve Annual Governance Accountability Return and Supporting Documents – To Be Signed By Chair and Clerk:** The internal audit report was noted and acted upon by ring fencing reserves. It was **RESOLVED** to approve the AGAR, asset register, Statement of Variances and dates set for exercising electors' rights.
- i. **To Approve Section 1 of the AGAR:** It was **RESOLVED** to approve Section 1 of the AGAR which was duly signed.

- ii. **To Approve Section 2 of the AGAR:** It was **RESOLVED** to approve Section 2 of the AGAR which was duly signed.
- 21. **AOB (Points of Information)**
 - a. Cllr Hughes reported that there were overhanging hedges and agreed to speak to the residents concerned.
- 22. **To Note Next Meeting: Ordinary Parish Council Meeting on Tuesday 9th July 2019 at 7.30pm at Creton Village Hall, Teeton Lane, Creton.** Noted.

Meeting closed at 8.15pm.