

**CREATON PARISH COUNCIL MEETING**  
**10<sup>TH</sup> MAY 2022**  
**2022**

**DRAFT MINUTES**

Chairman: Councillor James Hill

Clerk: Katrina Jones, 77 High Street, Naseby, Northants NN6 6DD, Email: creatonpc@gmail.com

**Draft Minutes of the Creaton Parish Council Annual Meeting**

Held on **Tuesday 10<sup>th</sup> May 2022 at 7.30pm**

at Creaton Village Hall

**Present:** Cllrs James Hill (Chairman), Sylvia Winter (Vice-Chairman), Maxene Atkinson, , Ian Horne, and Christopher Reading.

**In attendance:** Katrina Jones (Clerk) and Cecile Irving Swift (West Northants Councillor).

1. **Election of Chairman:** Councillor James Hill was elected as Chairman of the Parish Council.
2. **Election of Vice Chairman:** Councillor Sylvia Winter was elected as Vice- Chairman of the Parish Council.
3. **Apologies for Absence:** None (Cllrs Michelle Aveyard and Susan Leggett resigned prior to the meeting). Kevin Parker (West Northants Councillor) and Jonathan Harris (West Northants Councillor) also sent apologies.
4. **Signing of Acceptance of Office Form by Chairman:** The acceptance of office form was duly signed.
5. **To Confirm Minutes of Meetings:** It was **RESOLVED** to confirm the minutes of the Parish Council Meetings held on 9<sup>th</sup> February 2022 and 8<sup>th</sup> March 2022 as a true and accurate record and they were duly signed by the Chairman.
6. **Declarations of Interest:** None.
7. **Public Forum:** No one wished to speak during the public forum.
8. **Chairman's Report:** The Chairman had provided a report at the Annual Parish Meeting held immediately before the Annual Parish Council Meeting.
9. **Finance**

**Bank Balance on Bank Statement as at 31<sup>st</sup> March 2022:**

Business Reserve Account	34,363.60
Current Account	<u>200.00</u>
	34,563.60

**Includes:**

CIL Money received 17/04/2018 (Restrictions on Expenditure)	4251.71
-------------------------------------------------------------	---------

**a. Receipts****£**

i. Interest (31.03.22)	0.33
------------------------	------

**b. Payments for Approval:****Chq no****£**

i. Katrina Jones (Clerk salary and home use payment March and April )	962 965	576.43 & 713.83
ii. HMRC (PAYE for March)	963	137.40
iii. Eon for street light maintenance	1031	100.86
iv. Stephen Hartwell Grass Mowing Services for mowing churchyard	966	756.00
v. R&G for mowing verges and green, March & April (426.00 & 408.00)	969	834.00
vi. Autela for payroll services	970	50.33
vii. Npower for electricity supply	967	480.92
viii. M Aveyard for reimbursement of noticeboard key cutting	1032	15.50
ix, Cawleys for waste disposal of churchyard bin	1033	27.12
x. BWP Creative Ltd for new website (35% of cost)	1034	314.58
xi. BHIB Ltd	968	509.19
xii. Sylvia Winter (reimbursement for refreshments)	1035	12.58

It was **RESOLVED** to approve all of the above payments.

- c. List of Payments and Receipts to be Received and Bank Reconciliation up to 31<sup>st</sup> March 2022 to be approved:** It was **RESOLVED** to approve the payments, receipts and bank reconciliation.

- d. To Confirm Writing Off of Uncashed Cheques Carried Over From Previous Financial Years:** It was **RESOLVED** to write off the following cheques in the accounts records: cheque 876 in the sum of £7.20(HMRC – 10.11.20) ; cheque 843 in the sum of £40.00 (ICO – 10.3.20); and cheque 777 in the sum of £8.80 (HMRC – 11.9.18), which had remained unrepresented at the end of the financial year 2022.

- e. To Consider Internal Audit Report and To Approve Annual Governance and Accountability and Supporting Documents including Agreeing Dates for Exercise of Public Rights – To Be Signed By Chair and Clerk:** The internal audit report was received and the recommendations agreed. It was **RESOLVED** to approve the Annual Governance and Accountability Return (Part 1 was approved followed by Part 2), 'Explanation of Significant Variances' document and the bank reconciliation to be sent to the external auditor. It was also **RESOLVED** to approve the dates set for the exercise of public rights being 13<sup>th</sup> June to 22<sup>nd</sup> July 2022. The documents were duly signed by the Chairman, having already been signed by the Clerk.

- f. To Receive Update on Issues with NatWest and Confirm Cancellation of Standing Order:** Cllr Winter provided an update and advised that compensation was being agreed due to mistakes made by NatWest in incorrectly processing a standing order and incorrectly refusing funds for a cheque. The cancellation of the standing order and the payment of the Clerk's monthly salary by cheque was agreed following the recommendation received from the payroll provider.

- 10. To Confirm Committees, Terms of Reference and Councillor Roles including appointment of Police Liaison Representative:** It was **RESOLVED** to reappoint Cllr Horne as Police Liaison

Representative. Cllr Atkinson was appointed as PCC link and burials councillor. All other roles remained as previously allocated.

11. **To Review and Approve All Parish Council Policies and Regulations, Including Risk Assessment, Financial Regulations, Asset Register, Scheme of Delegation and Standing Orders:** It was **RESOLVED** to confirm all existing policies and the asset register without amendment.
12. **To Note Insurance Renewal (on 3 year term):** Noted.
13. **To Note the Jubilee Tree has been Added to the Queen's Green Canopy (QGC) map:** It was noted that Cllr Reading had registered the Jubilee Tree on the Queen's Green Canopy map which was now available to view online.
14. **To Agree Contents of Village Link Article:** It was **RESOLVED** to include items on the councillor vacancies, police liaison, neighbourhood plan, volunteers for the defibrillator, Queen's Green Canopy map and an update on the Teeton Lane update.
15. **To Agree Any Action Regarding Correspondence Concerning Horseshoe Close and School Bus:** It was **RESOLVED** that the Clerk would contact the WNC planning enforcement department regarding Horseshoe Close. WNC Cllr Cecile Irving-Swift agreed to investigate concerns regarding the location of the school bus stopping if details could be sent to her.
16. **To Receive Update on Work to Church Wall and Agree Any Actions:** Cllr Horne reported that the contractor had advised that investigation works were needed. It was **RESOLVED** that the work should be carried out as quoted for by the contractor and that Cllr Horne would check with the contractor if any planning permission was need for the exploratory works.
17. **To Agree Signatories and Any Actions Regarding Change of Bank from NatWest to Unity:** It was **RESOLVED** to appoint Cllr Maxene Atkinson, Cllr Ian Horne and Cllr Chris Reading as signatories in addition to Cllr Sylvia Winter and Cllr James Hill.
18. **To Agree Event Request Form:** It was **RESOLVED** that a form would be created and published on the website for organisers to request permission for events to be held on Parish Council owned land.
19. **To Note Clerk's Contract of Employment has been Signed:** It was agreed that this was to be completed.
20. **Update on Noticeboard Keys:** Cllr Winter reported that spare keys for the main parish noticeboard and the noticeboard in the burial ground had been cut.
21. **To Agree Action Regarding Proposed Donation from Friends of St Michaels History Group:** It was agreed that quotes for cleaning the war memorial would be passed on at an appropriate time to be advised.
22. **Bird Box Donation:** It was **RESOLVED** not to provide a donation.
23. **To Consider Response to WNC Housing Strategy Consultation:** It was **RESOLVED** that Councillors would submit responses to the consultation as individuals if they wished to. It was agreed to include an item on the next agenda to consider a neighbourhood plan.
24. **To Receive Website Update, Confirm Actions and Agree Clerk Overtime:** It was **RESOLVED** to

agree 12 hours of overtime for the Clerk to be split over May and June and that the Council would like a website using a template similar to the design for Spratton Parish Council's website.

25. **To Consider Request for £600 Contribution from Parish Council to Creton in Bloom:** It was **RESOLVED** not to make a contribution to due to current financial commitments such as the church wall and increasing costs. It was also **RESOLVED** that the Clerk would ask the organisers for a copy of their public liability insurance and risk assessment and agreed that the Village Green would be checked a few days before the event for any risks.
26. **Parish Councillor Contact Details and Email Addresses:** Councillors present gave their consent to their information and contact details being published on the Parish Council's website.
27. **Planning Matters:**
- a. **To Note Response to Planning Application Dealt with Under Scheme of Delegation Between Meetings:**
- Application No:** WND/2022/0137
- Description:** Construction of first floor above garage for habitable space, raising of garage roof height and construction of rear dormer.
- Location:** Haven Cottage 10, Brixworth Road, Creton, Northamptonshire, NN6 8NG
- The Parish Council objected to this planning application.
28. **To Close the Meeting to the Public To Discuss Confidential Staff Matters:** It was **RESOLVED** to close the meeting to the public.
29. **To Agree Clerk's Annual Leave Dates and Agree Leave Carried Forward from March:** It was **RESOLVED** to agree to carry forward the Clerk's annual leave allowance from March and agree annual leave for the week commencing 30<sup>th</sup> May 2022.
30. **To Note Next Meeting: Tuesday 12<sup>th</sup> July 2022 at 7.30pm:** Noted.