

**CREATON PARISH COUNCIL ANNUAL MEETING**  
**7<sup>TH</sup> MAY 2024**  
**DRAFT MINUTES**

Chairman: Councillor Sylvia Winter

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

**Draft Minutes of the Annual Creaton Parish Council Meeting**  
Held on **Tuesday 7<sup>th</sup> May 2024 at 7.30pm**  
at Creaton Village Hall

**Present:** Cllrs Sylvia Winter (Chairman), Ian Horne (Vice- Chairman), James Hill, Chris Reading, Ross Everson- Watts and Mitch Hunter.

**In attendance:** Katrina Jones (Clerk), and West Northants Council Cllrs Kevin Parker and Jonathan Harris.

1. **Election of Chairman and Signing of Acceptance of Office Form by Chairman:** It was **RESOLVED** to elect Cllr Sylvia Winter as Chairman and she duly signed the acceptance of office form.

Cllr Hill was thanked for his long service as Chairman following his decision not to stand again.

2. **Election of Vice Chairman:** It was **RESOLVED** to elect Cllr Ian Horne as Vice Chairman.

3. **Apologies for Absence:** Cllr Watters was absent.

4. **To Confirm Minutes of Meetings:** It was **RESOLVED** to confirm the minutes of the Parish Council Meeting held on 5<sup>th</sup> March 2024 as a true and accurate record and they were duly signed by the Chairman.

5. **Declarations of Interest:** None.

6. **Public Forum:** West Northants Council Cllr Kevin Parker reported that as part of the Community Governance Review it was being considered whether Cottesbrooke should join Naseby, Guilsborough or Creaton Parish Councils.

7. **To Fill Vacancy by Co-option:** No applications had been received.

8. **Finance**

**Bank Balance on Bank Statement as at 31<sup>st</sup> March 2024:**

**Unity Trust Current Account** **£ 26,479.98**

**a. Receipts:**

i. Burial Fee	25.00
ii. Precept (1 <sup>st</sup> instalment of 2)	14,168.00

**b. Payments for Approval:**

	<b>£</b>	
	<b>Vat</b>	<b>Total</b>

i. Katrina Jones (Clerk Salary and home use payment April)	840.02	0.00	840.02
ii. Katrina Jones (Clerk Salary and home use payment May)	840.02	0.00	840.02
iii. R & G – cutting verges and Green and planting hedge at churchyard	816.00	163.20	979.20
iv. S Hartwell – churchyard mowing (invoice dated 14.4.24)	165.00	0.00	165.00
v. S Hartwell – churchyard mowing (invoice dated 28.4.24)	165.00	0.00	165.00
vi. Cawleys for waste disposal of churchyard bin (March)	26.04	5.21	31.25
vii. Eon – street light maintenance (invoice dated 18.3.24)	142.50	28.50	171.00
viii. Npower electricity supply 1 <sup>st</sup> April – 23 <sup>rd</sup> April 2024– final invoice	148.31	7.42	155.73
ix. Northants CALC membership and internal audit fee	618.10	56.00	674.10
x. Unity service charge	18.00	0.00	18.00
xi. Village Link	100.00	0.00	100.00
xii. Autela for payroll services	65.28	13.05	78.33
xiii. Creton Playing Field Association for grant agreed at last meeting	1000.00	0.00	1000.00
xiv. Npower electricity supply 1 <sup>st</sup> Jan – 31 <sup>st</sup> March 2024	673.27	33.66	706.93
xv. S Hartwell – churchyard mowing (invoice dated 24.3.24)	165.00	0.00	165.00
xvi. Groundwork UK – grant underspend	3,500.00	0.00	3,500.00
xvii. R & G – grass cutting verges and Green	396.00	79.20	475.20
xviii. HMRC – National Insurance	7.73	0.00	7.73

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 2024 to be approved:** The list of receipts and payments was noted. It was **RESOLVED** to approve the bank reconciliation up to 31<sup>st</sup> March 2024.
- d. To Agree Signatories to be Added to Parish Council’s Unity Account:** It was **RESOLVED** to add Cllr Ian Horne and Cllr Mitch Hunter as authorising signatories.
- 9. To Consider Internal Audit Report and To Approve Annual Governance and Accountability Form and Supporting Documents including Agreeing Dates for Exercise of Public Rights – To Be Signed By Chair and Clerk:** The internal audit report was noted. It was **RESOLVED** to approve the AGAR Form and supporting documentation, and to agree the dates for the exercise of public rights.
- 10. To Receive Update on Neighbourhood Plan and Agree Any Actions:** Cllr Reading provided an update and reported on the open event as well as advising on the upcoming meeting for volunteers who had agreed to be part of the sub groups which will be held at the end of May.
- 11. To Consider West Northants Local Plan Consultation:** There were no comments.
- 12. To Consider Correspondence Regarding Substation on Welford Road:** It was **RESOLVED** that there was no objection to the revised proposal for the location of the substation.
- 13. Planning Matters:**

a. **Application No. 2024/1767/FULL**

**Proposal: Dropped kerb**

**Location: 25 Welford Road Creaton NN6 8NH**

It was **RESOLVED** that there was no objection to this application.

14. **To Receive Update and Agree Actions Relating to Restaurant Door:** It was **RESOLVED** that the Clerk would write to the planning enforcement officer and conservation officer. It was **RESOLVED** that a Councillor would speak to the restaurant regarding repairing the loose sign as a matter of urgency due to the concern that an accident might occur if it fell on a pedestrian.
15. **To Agree Parish Council Insurance Renewal from quotes provided:** It was **RESOLVED** to agree the 3 year term at a cost of £652.01 for the first year.
16. **To Confirm Committees, Terms of Reference and Councillor Roles:** It was **RESOLVED** that Cllr Hunter would be responsible for mowing, church liaison and burials; Cllr Everson-Watts would be responsible for street lighting and all the other roles would remain the same. It was **RESOLVED** that Cllr Horne would join the planning group and the personnel group; the Neighbourhood Plan group would remain the same with the addition of Cllr Everson-Watts; and the churchyard group would consist of Cllr Horne, Cllr Hunter and Cllr Winter.
17. **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 re-adopt the Financial Regulations and Standing Orders without amendment. All policies, the asset register and the council's risk assessment were approved.
18. **To Consider Correspondence Regarding the Precept:** It was **RESOLVED** that the Clerk would respond directing them to the publicly available information on finances and clarifying that the Parish Council has not purchased a new noticeboard.
19. **To Consider Correspondence Regarding Mowing:** It was **RESOLVED** to check whether the area that had not been mowed was included in the mowing contract and to let the contractors know if it had been missed.
20. **To Agree Contents of Village Link Article:** It was agreed to include items on dog fouling, the councillor vacancy and the Neighbourhood Plan which Cllr Reading would provide content for.
21. **To Consider Quote for Tree Work:** The Tree Survey was noted. It was **RESOLVED** to accept the quote from Maurice Fitch and ask that the work required to be carried out within two months is carried out first.
22. **To Close the Meeting to the Press and Public to Discuss Confidential Staff Matters:** It was **RESOLVED** to close the meeting to the press and public.
23. **To Agree Matters Regarding the Clerk's Annual Leave:** It was **RESOLVED** to agree the Clerk's request for annual leave.
24. **To Note Next Meeting: Tuesday 2<sup>nd</sup> July 2024 at 7.30pm:** Noted.

Meeting closed at 8.52pm.