

CREATON PARISH COUNCIL ANNUAL MEETING
8TH MAY 2023
AGENDA

Chairman: Councillor James Hill

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

To members of the Council: You are hereby summoned to attend the Annual Meeting of Creaton Parish Council at Creaton Village Hall, Teeton Lane, Creaton on Tuesday 8th May 2023 at 7.30pm for the purpose of transacting the business detailed below.

Members of the public & press are invited to attend and may address the Council at its Public Forum from 7.30 pm to 7.45 pm.

1. Election of Chairman and Signing of Acceptance of Office Form by Chairman
2. Election of Vice Chairman
3. Apologies for Absence
4. To Confirm Minutes of Meetings: held on 5th March 2024.
5. Declarations of Interest
6. Public Forum: 15 mins
7. To Fill Vacancy by Co-option
8. Finance

Bank Balance on Bank Statement as at 31st March 2024:

Unity Trust Current Account

£ 26,479.98

a. Receipts:

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

b. Payments for Approval:

	Cost	£ Vat	Total
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)	TBC	0.00	TBC
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 st April – 23 rd 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 st Jan – 31 st 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

- c. List of Payments and Receipts to be Received and Bank Reconciliation up to 31st March 2024 to be approved**
- d. To Agree Signatories to be Added to Parish Council’s Unity Account**
- 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**
- 10. To Receive Update on Neighbourhood Plan and Agree Any Actions**
- 11. To Consider West Northants Local Plan Consultation**
- 12. To Consider Correspondence Regarding Substation on Welford Road**
- 13. Planning Matters:**
- a. Application No. 2024/1767/FULL**
- Proposal: Dropped kerb**
- Location: 25 Welford Road Creton NN6 8NH**
- 14. To Receive Update and Agree Actions Relating to Restaurant Door**
- 15. To Agree Parish Council Insurance Renewal from quotes provided**
- 16. To Confirm Committees, Terms of Reference and Councillor Roles**
- 17. To Review and Approve All Parish Council Policies and Regulations, Including Risk Assessment, Financial Regulations, Asset Register, Scheme of Delegation and Standing Orders**
- 18. To Consider Correspondence Regarding the Precept**
- 19. To Consider Correspondence Regarding Mowing**
- 20. To Agree Contents of Village Link Article**

21. To Consider Quote for Tree Work
22. To Close the Meeting to the Press and Public to Discuss Confidential Staff Matters
23. To Agree Matters Regarding the Clerk's Annual Leave
24. To Note Next Meeting: Tuesday 2nd July 2024 at 7.30pm

Signed: *Katrina Jones*

Katrina Jones, Clerk & RFO to Creaton Parish Council

Dated 01/05/2024