

CREATON PARISH COUNCIL ANNUAL MEETING

12TH MAY 2026

AGENDA

Chair: Councillor Sylvia Winter

Clerk: Katrina Jones, 77 High Street, Naseby, Northants NN6 6DD, Email: clerk@creaton-pc.gov.uk

To members of the Council: You are hereby summoned to attend the Annual Meeting of Creaton Parish Council at St Michael and All Angels, Violet Lane, Creaton on Tuesday 12th May 2026 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 Chair and Signing of Acceptance of Office Form by Chair**
- 2. Election of Vice Chair**
- 3. To Receive and Approve Apologies for Absence**
- 4. To Confirm Minutes of Meetings:** held on 3rd March 2026
- 5. Declarations of Interest**
- 6. Public Forum:** 15 mins
- 7. To Fill Vacancies by Co-option (3 vacancies)**
- 8. To Agree Committees and Working Groups**
- 9. To Agree Councillor Roles and Responsibilities**
- 10. To Review and Approve All Parish Council Policies and Regulations, Including Risk Assessment, Financial Regulations, Asset Register, Scheme of Delegation and Standing Orders**
- 11. To Agree Appointment of Northants CALC as Data Protection Officer and Internal Auditor**
- 12. Finance**

Bank Balance on Bank Statement as at 30th April 2026:

Unity Trust Current Account **£ 43,360.26**

a. Receipts:

		£
i.	Precept – 1 st instalment of 2	16,200.00
ii.	Burial Fee	200.00
iii.	Burial Fee	25.00

b. Payments for Approval:

	Cost	£ Vat	Total
Katrina Jones (Clerk Salary and home use payment March)	666.69	0.00	666.69
Katrina Jones (Clerk Salary and home use payment April)	911.89	0.00	911.89
Sarah Smith (Locum Clerk Salary – March)	288.89	0.00	288.89
Sarah Smith (Locum Clerk Salary – April)	295.69	0.00	295.69
HMRC – March	411.08	0.00	411.08
NEST Pension –March	65.72	0.00	65.72
HMRC –April	159.08	0.00	159.08
NEST Pension – April	65.72	0.00	65.72
Yu Energy – electricity supply for street lights – February	107.09	5.35	112.44
Yu Energy – electricity supply for street lights – March	98.78	4.94	103.72
Yu Energy – electricity supply for street lights – April	78.29	3.91	82.20
Unity Trust – service charge – March	7.00	0.00	7.00
Unity Trust – service charge – April	7.00	0.00	7.00
Scribe –Accounts software, 3 rd month subscription, March 2026	31.00	6.20	37.20
Scribe –Accounts software, 4 th month subscription, April 2026	31.00	6.20	37.20
Brixworth Parish Council – bus subsidy	1000.00	0.00	1000.00
C Reading – expenses for Neighbourhood Plan public meeting - £30 for URC Hire and £26.22 on refreshments	56.22	0.00	56.22
Cawleys/SUEZ – waste disposal for churchyard bin	TBC	TBC	TBC
S Winter – Chairmans allowance expenses	25.00	0.00	25.00
Creaton Parochial Church Council – donation for use of Church for Meeting	TBA	0.00	TBA
Your Locale - Neighbourhood Plan - Preparation for open event, attendance on day and provision of event analysis.	1000.00	200.00	1200.00
R & G – April mowing of verges and Green	396.00	79.20	475.20
S Hartwell – April churchyard mowing	165.00	0.00	165.00
Autela – August 25 to November 25 payroll invoice	107.30	21.46	128.76
Autela – December 25 to March 26 payroll invoice	122.80	24.56	147.36
Eon – quarterly streetlight maintenance – December 2025	142.50	28.50	171.00

Eon – quarterly streetlight maintenance – March 2026	142.50	28.50	171.00
S Hartwell – March churchyard mowing (1 cut) and cutting around gravestones (£40 agreed at last meeting)	205.00	0.00	205.00
S Hartwell – churchyard mowing 22 nd March and 5 th April	330.00	0.00	330.00
R & G – March mowing of verges and Green	396.00	79.20	475.20
Northants CALC membership fee, internal audit fee and DPO fee	683.24	63.55	746.79
Village Link – April/ May & June/ July newsletters	100.00	0.00	100.00
NCALC - Code of Conduct course, Cllr Winter	46.00	9.20	55.20
Clear Insurance Management – Parish Council Insurance Renewal	796.17	0.00	796.17

- c. **List of Payments and Receipts to be Received and Bank Reconciliation up to 30th April 2026 to be approved**

13. Planning Matters:

- a. **To Agree Response to Planning Applications:**

- i. **Application No: 2026/1111/MAO**

Proposal: Outline application for the erection of up to 46 homes (including 40% affordable), provision of open space, drainage features, landscaping and other ancillary works. All matters reserved except means of vehicular access from Welford Road.

Location: Land at Welford Road Creaton

- ii. **Application No: 2026/0350/FULL**

Proposal: Garage extension with new roof and solar panels

Location: 2 Horseshoe Close Creaton NN6 8NW

Amendment Details: Revised Plan & Planning Letter

- b. **To Consider Applications Concerning Tree Work:**

- i. **NOTIFICATION OF TREE WORK AT 3 THE GREEN CREATON NN6 8ND APPLICATION_TYPE INTENDED TREE WORK INCLUDES: MAGNOLIA TREE COMPLETE REMOVAL**
- ii. **NOTIFICATION OF TREE WORK AT 8 WELFORD ROAD CREATON NN6 8NH APPLICATION_TYPE INTENDED TREE WORK INCLUDES: REDUCE BAY TREE IN REAR GARDEN BY 50%**

- c. **To Receive Update and Agree Actions:**

- i. **Appeal Ref: APP/W2845/D/25/3370865
(2025/1005/FULL)**

Location: 2 Home Farm Close, Creaton, West Northamptonshire NN6 8NE

- ii. **Application No: 024/4632/FULL**

Location: Gillott 2 Welford Road

- iii. **2025/4418/MAF**

**Location: Green Stables, Welford Road
Committee to decide**

- 14. To Receive Update on Neighbourhood Plan and Agree Any Actions**
- 15. To Confirm Agreement to Police ANPR**
- 16. To Receive Report on Litter Pick**
- 17. To Receive Update on West Northamptonshire Local Plan**
- 18. To Receive Update on Noticeboard Repair**
- 19. To Receive Update on War Memorial and Agree Any Actions**
- 20. To Receive Update on Speed Gun as Part of Speed Watch Campaign**
- 21. To Confirm Insurance Renewal (Last Year of Fixed Term Agreement which Expires in 2027)**
- 22. To Agree Permission for Creaton in Bloom to use The Green and To Agree the Following:**
 - i. Inspection of The Green to Identify any Hazards Ahead of Event**
 - ii. Request That Mowing Contractors Mow The Green and Collect Grass Cuttings Before Event**
 - iii. To Place Police 'No Parking' Cones in Agreed Areas**
- 23. To Receive Update and Agree Any Actions Regarding Memorial Risk Assessment Be Carried Out to Check Headstones**
- 24. To Receive Update on Ducklings Preschool Lease**
- 25. To Receive Update on Cemetery Bin Collection and Agree Any Actions**
- 26. To Consider Request From Resident Regarding Strimming of Additional Area on The Green**
- 27. To Agree Placement and Cost of Litter Signs**
- 28. To Consider Gov.uk Website and Agree Any Actions**
- 29. To Agree Contents of Village Link Article**

30. To Note Next Meeting: Tuesday 7th July 2026 at 7.30pm and Any Items for Inclusion on the Next Agenda
31. To Close Meeting to The Press and The Public To Discuss Confidential Staff Matters
32. To Agree Clerk's Annual Increment from 1st April as Per Contract
33. To Agree Date for Clerk's Appraisal

Signed: *Katrina Jones*

Katrina Jones, Clerk & RFO to Creaton Parish Council

Dated 07/05/2026