

CREATON PARISH COUNCIL MEETING

12TH MAY 2026

MINUTES

Chair: Councillor Sylvia Winter

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

Minutes of the Creaton Parish Council Meeting Held on **Tuesday 12th May 2026 at 7.30pm** at St Michael & All Angels, Violet Lane, Creaton

Present: Cllrs Sylvia Winter (Chair), Ian Horne (Vice- Chairman), Ross Everson-Watts, C Reading and Simon James.

In attendance: Katrina Jones (Clerk), WNC Naseby Ward Cllr Christine Ware and eleven members of the public.

1. **Election of Chair and Signing of Acceptance of Office Form by Chair:** It was unanimously **RESOLVED** to elect Cllr Sylvia Winter as Chair.
2. **Election of Vice Chair:** It was unanimously **RESOLVED** to elect Cllr Ian Horne as Vice Chair.
3. **To Receive and Approve Apologies for Absence:** None.
4. **To Confirm Minutes of Meetings:** It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 3rd March 2026 which were duly signed by the Chair.
5. **Declarations of Interest:** None.
6. **Public Forum:** West Northamptonshire Council Ward Cllr Christine Ware gave an annual report and a report for the meeting. She highlighted the consultation on parking charges and WNC's finances. She also spoke about plans for a repair shed in Brixworth which is seeking volunteers, a proposed community gardening policy and a lack of 5 year land supply.

A member of the public queried the precept increase and asked questions regarding the Parish Council's expenditure which were answered by the Clerk and Chair. It was advised that a copy of the Parish Council's budget would be available on the Parish Council's website.

Members of the public were invited to speak during the planning items.

7. **To Fill Vacancies by Co-option (3 vacancies):** It was unanimously **RESOLVED** to co-opt Paul Hodder and Adele Hodder on to the Parish Council.
8. **To Agree Committees and Working Groups:** Deferred.
9. **To Agree Councillor Roles and Responsibilities:** Deferred.
10. **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 approve all of the policies including the Financial Regulations, Asset Register, Risk Assessment, Standing Orders, IT policy and Scheme of Delegation.
11. **To Agree Appointment of Northants CALC as Data Protection Officer and Internal Auditor:** It was **RESOLVED** to appoint Northants CALC as the Parish Council's 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	199.76	0.00	199.76
S Winter – Chairmans allowance expenses	25.00	0.00	25.00

Creaton Parochial Church Council – donation for use of Church for Meeting	30.00	0.00	30.00
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
Northants CALC - 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
S Bignell for Noticeboard Repair	350.00	0.00	350.00

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

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

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 Creton

It was **RESOLVED** to support this application but to make comments concerning: i. Highway Safety and Traffic Calming; ii. Infrastructure; iii. Transport links for schools; and iv. If opening the school is a possibility.

Members of the public were invited to make any comments on the application during this item and asked if they had any issues they would like the Parish Council to raise as part of the Parish Council's response to the planning consultation.

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

Noted.

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. It was **RESOLVED** that there was no comment.

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%. It was **RESOLVED** that there was no comment.

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

It was **RESOLVED** that the Clerk would contact the planning enforcement officer to find out the timescale for waiting for a new planning application to be submitted before the fence is removed.

ii. Application No: 024/4632/FULL

Location: Gillott 2 Welford Road

It was noted that WNC planning enforcement were investigating. The applicant spoke during this item to complain that planning enforcement had been contacted.

iii. 2025/4418/MAF

Location: Green Stables, Welford Road

It was noted that this application would be decided by the Planning Committee.

14. To Receive Update on Neighbourhood Plan and Agree Any Actions: Cllr Reading reported that a public event was held with 26 people attending. He advised that the Neighbourhood Plan is ready to go to consultation with details available on the Parish Council's website.

15. To Confirm Agreement to Police ANPR: It was **RESOLVED** to agree to the police using ANPR cameras in the Parish.

16. **To Receive Report on Litter Pick:** Cllr Winter reported that the litter pick had a good turn out and a young resident's posters were shown. It was agreed to display the posters on the Parish noticeboard and to agree a sign by Highgate House. It was agreed that Cllr Winter will find out costs.
17. **To Receive Update on West Northamptonshire Local Plan:** No update.
18. **To Receive Update on Noticeboard Repair:** It was noted that the noticeboard had been repaired.
19. **To Receive Update on War Memorial and Agree Any Actions:** It was agreed that the Clerk and Chair will progress the Faculty application.
20. **To Receive Update on Speed Gun as Part of Speed Watch Campaign:** Cllr Horne gave an update and advised that Spratton Parish Council are interested but Thornby Parish Meeting are struggling to get volunteers. It was agreed that the Clerk would ask Spratton Parish Council if they would like to share a speed gun and pay half of the £150 cost. It was noted that a total of 10 volunteers was required.
21. **To Confirm Insurance Renewal (Last Year of Fixed Term Agreement which Expires in 2027):** It was **RESOLVED** to confirm the insurance renewal.
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:** Cllr Horne agreed to carry out an inspection of The Green.
 - ii. **Request That Mowing Contractors Mow The Green and Collect Grass Cuttings Before Event:** Cllr Horne advised that he had spoken with R & G and will send them a reminder ahead of the event.
 - iii. **To Place Police 'No Parking' Cones in Agreed Areas:** Cllr Horne advised that the local PCSO had agreed that the Parish Council can have police cones for the agreed areas. It was agreed that Cllr Horne would make contact and arrange for them to be dropped off before event.

It was **RESOLVED** to agree to use of The Green for the Creaton in Bloom event subject to a copy of their public liability insurance and risk assessment being received ahead of the event.
23. **To Receive Update and Agree Any Actions Regarding Memorial Risk Assessment Be Carried Out to Check Headstones:** Cllr Winter had obtained quotes and it was **RESOLVED** to go ahead with testing the memorials in the closed churchyard at a cost of £712.50 plus VAT with Teleshore UK. It was **RESOLVED** to also request that they test the memorials in the open churchyard at an expected additional cost of £108.75.
24. **To Receive Update on Ducklings Preschool Lease:** An update from WNC, who own the building, had been circulated advising that a 'To Let' sign would be going up. It was noted that a beeping noise coming from the premises should be reported and it was agreed that the Clerk would do this.
25. **To Receive Update on Cemetery Bin Collection and Agree Any Actions:** It was reported that Suez have taken over the bin contract from Cawleys and there have been issues with invoicing since this change. As a result of queried invoices being unpaid Suez have ended the contract and removed the bin. It was agreed that the Parish Council would not seek another bin contractor and would use the WNC bin collection. Cllr James agreed to take the bin down to the roadside for collections or let someone know if he is unable to. It was agreed that another councillor would return the bin to the churchyard after collections.
26. **To Consider Request From Resident Regarding Strimming of Additional Area on The Green:** Cllr Horne reported that he had received a complaint regarding grass outside a house on The Green which the resident believes belongs to the Parish Council. He advised that R & G are willing to do cut this area but there may be an additional charge. It was agreed that the Clerk would find out who owned this area of land.
27. **To Agree Placement and Cost of Litter Signs:** This was discussed at item 16.
28. **To Consider Gov.uk Website and Agree Any Actions :** It was **RESOLVED** to agree to instruct parish council websites to change the website address to gov.uk at a cost of £58 plus VAT.

29. **To Agree Contents of Village Link Article:** It was agreed to include items on: the parish councillor vacancy; welcoming the two new councillors; the Neighbourhood Plan; and seeking volunteers to help with the speed gun.
30. **To Note Next Meeting: Tuesday 7th July 2026 at 7.30pm and Any Items for Inclusion on the Next Agenda:** It was agreed that a meeting would be held on 16th June at 7.30pm subject to the village hall availability.
31. **To Close Meeting to The Press and The Public To Discuss Confidential Staff Matters:** It was **RESOLVED** to close the meeting to the press and the public.
32. **To Agree Clerk's Annual Increment from 1st April as Per Contract:** It was **RESOLVED** to increase the Clerk's pay point to SCP in line with the Clerk's contract of employment.
33. **To Agree Date for Clerk's Appraisal:** It was agreed that this would be arranged outside of the meeting.

Meeting closed at 10.10pm.