

CREATON PARISH COUNCIL MEETING
19TH AUGUST 2026
DRAFT MINUTES

Chair: Councillor Sylvia Winter

Clerk: Katrina Jones. Email: clerk@creaton-pc.gov.uk

Draft Minutes of the Creaton Parish Council Meeting
Held on Wednesday 19th August 2026 at 7.30pm
at Creaton Village Hall

Present: Cllrs Sylvia Winter (Chair), Ian Horne (Vice-Chair), Ross Everson-Watts, Chris Reading, Adele Hodder, Paul Hodder, Richard Hollingum and Simon James.

In attendance: Katrina Jones (Clerk), WNC Ward Cllr Christine Ware and 4 members of the public.

1. **To Receive and Approve Apologies for Absence:** None.
2. **To Confirm Minutes of Meetings:** It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 7th July 2026 which were duly signed by the Chair.
3. **Declarations of Interest:** None.
4. **Public Forum:** WNC Ward Cllr Christine Ware provided a report on new appointments at West Northants Council. She advised that there was no update on the preschool lease and reported that the Fire Service is offering training if the Parish would like to take this up.

The applicants of the planning application 2026/2616/HH spoke regarding the application and answered questions during item 6.a.i.

5. Finance

Bank Balance on Bank Statement as at 13th August 2026:

Unity Trust Current Account **£ 32,497.88**

a. Receipts:

£

05/08/26 - WNC Mowing Grant	1,764.69
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Noted.

b. Payments for Approval:

	Cost	£ Vat	Total
Katrina Jones (Clerk Salary and home use payment July)	923.86	0.00	923.86
Katrina Jones (Clerk Salary and home use payment August)	923.86	0.00	923.86
HMRC – July	99.25	0.00	99.25
NEST Pension –July	66.83	0.00	66.83

HMRC –August	99.25	0.00	99.25
NEST Pension – August	66.83	0.00	66.83
Unity Trust – service charge – July	7.00	0.00	7.00
R & G – grass cutting June – Violet Lane verge	115.20	28.80	144.00
R & G – grass cutting July – green & verges	368.00	73.60	441.60
Eon –street light repair on The Jetty	35.00	7.00	42.00
S Winter reimbursement for litter sign	36.00	7.20	43.20
Your Locale for Neighbourhood Plan Consultancy Fees	2,000.00	400.00	2,400.00
Yu Energy – electricity supply for street lights, 1 July 2026 to 31 July 2026	62.42	3.12	65.54
Village Link for the months of August/September and October/November editions	100.00	0.00	100.00
Parish Council Websites for domain renewal	12.00	2.40	14.40
Parish Council Websites for migration to gov.uk website	58.00	11.60	69.60
Community Speedwatch for speed gun (50% of cost to be recovered from Spratton PC)	150.00	0.00	150.00

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

- c. **List of Payments and Receipts to be Received and Bank Reconciliation up to 13th August 2026 to be approved:** The list of payments and receipts were noted. It was **RESOLVED** to approve the bank reconciliation up to 13th August 2026.

6. Planning Matters:

- a. **To consider response to the following planning application:**

i. **Application No: 2026/2616/HH**

Proposal: New fence and hedgerow (hedgerow planted in front of the proposed fence line) retrospective

Location: 2 Home Farm Close Creaton NN6 8NE

It was **RESOLVED** to object to this application for the following reasons:

- i. The Parish Council agrees with the conservation officer's report that this proposal causes harm to the character and appearance of the conservation area.
- ii. The Parish Council shares the concerns raised in the Highways report regarding visibility splays and long term maintenance and enforceability.
- iii. The Parish Council objects to the materials used for the fence as they are not in keeping with the conservation area.

The Parish Council also noted that the application concerns land which will require a separate legal process to extinguish highway rights over the enclosed area pursuant to Section 116 of the Highways Act 1980, to which the Parish Council will be asked if they agree.

ii. [Application No: 2026/3229/TPO](#)

**NOTIFICATION OF TREE WORK AT 4 THE GREEN CREATON NN6 8ND
APPLICATION_TYPE**

INTENDED TREE WORK INCLUDES:

**LARGE CONIFER - RAISE CANOPY, REMOVE 4-5 BRANCHES TO STOP TREE
OVERHANGING ROAD**

It was **RESOLVED** not to object to this application.

- b. **To Consider Referral to WNC Enforcement Regarding Erection of Stable on Field Behind Home Farm Close:** It was **RESOLVED** to refer this matter to planning enforcement to advise if planning permission is required.

7. To Agree Councillor Roles & Responsibilities and Committees & Working Groups:

Councillor roles were agreed as follows:

Mowing – Cllr Horne

Noticeboard – Cllr James

Street Lighting – Cllr Everson-Watts

Internal Financial Control – Cllr Winter

Defibrillator – Cllr Everson-Watts

Police Liaison Rep – Cllr Horne

Burials – Cllr Horne and Cllr P Hodder

Footpath Warden – Cllr Everson-Watts, Cllr A Hodder and Cllr P Hodder

Litter - Cllr A Hodder and Cllr P Hodder

PCC Liaison – Cllr Hollingum

Playing Field – Cllr Horne

Highways – Cllr Everson-Watts

Trees – Cllr A Hodder and Cllr P Hodder

CAN Champion – Cllr Hollingum

Speed Signs – Cllr Reading

Annual Village Risk Assessment Walk – Cllr Winter

Working Groups were agreed as follows:

Finance – Cllr Winter and Cllr Horne

Planning – Cllr Winter, Cllr James, Cllr Horne and Cllr Hollingum

Personnel – Cllr Winter and Cllr Horne

Churchyard – Cllr Winter, Cllr Horne and Cllr Hollingum with Cllr A Hodder and Cllr P Hodder as reserve members.

Neighbourhood Development Plan – Cllr Reading and Cllr Hollingum

8. **To Receive Update on Neighbourhood Plan, Agree Any Actions and Agree Wording of Response to Colecar Statement for Neighbourhood Plan:** Cllr Reading provided an update and advised that the group's work on the Neighbourhood Development Plan document was expected to be completed by September. It was **RESOLVED** to agree the wording drafted by the Clerk on behalf of the Parish Council in response to comments by Colecar on the NDP and noted that this would be considered by the NDP group.

9. **To Agree Mowing Tenders:** It was **RESOLVED** to agree the mowing tender documents.
10. **To Receive Update on Speed Gun as Part of Speed Watch Campaign:** Cllr Horne provided an update and it was noted that Spratton Parish Council will share the cost of the speed gun which the Clerk is arranging the purchase of.
11. **To Receive Update on Memorial Testing and Agree Any Actions:** The Clerk reported that the memorial testing is due to take place in October or November, with an exact date being awaited. It was **RESOLVED** to agree to the cost of £7.50 per memorial for signage to be placed at the time of the inspection on any that pose a risk. It was also **RESOLVED** to agree any work needed to make memorials safe on the day of the inspection and the Clerk would report any costs on the day to councillors.
12. **To Note Report of WNC Planning Department Data Breach by Resident:** A report from a resident regarding a data breach by West Northamptonshire Council, that was subject to a formal complaint and referral to the Information Commissioner, was noted.
13. **To Consider Posting Agendas on Parish Council Facebook Page:** It was **RESOLVED** that the Clerk would post agendas of meetings on the Parish Council Facebook page.
14. **To Receive Update on War Memorial Cleaning:** It was agreed that Cllr Hollingum would follow this up.
15. **To Agree Contents of Village Link Article:** It was agreed to include items on dog fouling; Royal British Legion representative; and overhanging vegetation.
16. **To Note Next Meeting: Tuesday 3rd November 2026 at 7.30pm:** It was **RESOLVED** that the next Parish Council meeting would be on Tuesday 3rd November.
17. **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.
18. **To Receive Report from Cllr Winter Regarding Clerk's Appraisal:** Cllr Winter provided a report which was noted.
19. **To Consider Pension Contribution and Agree Any Actions:** It was **RESOLVED** that the Parish Council would increase its contribution to the Clerk's pension to 5%.

Meeting closed at 9.32pm.