

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of an Ordinary Meeting of the Parish Council

2<sup>nd</sup> June 2003

#### Meeting Number 0306

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - **Monday 2<sup>nd</sup> June 2003** in the Chelveston Village Hall.

**Present :-** Councillors :                    Cllr. A.J.Palfreeman        (Chairman)  
    Cllr R.A.Meeson            (Vice-chairman)  
    Cllr. M.L.Foulger  
    Cllr S.E.Stopps  
    Cllr R.J.Thompson  
    Cllr M.W.Wooding

   Clerk:                            Mr. M.H.Hunter

   Public:                           13 members of the public

#### **1 Open Forum**

Cllr Palfreeman explained that this would last for a maximum of 15 minutes before the meeting started formally. It provides the public with an opportunity to comment on the agenda items.

David Bagley (No.3) spoke out against the proposed development at No.5 Britten Close, highlighting road safety concerns, adjacent properties (the Granary Barn) being overlooked, existing problems with flooding in the turning circle. He considered there were errors & omissions on the plans submitted.

Jack Douglas (No.6) had concerns whether the development would be a bungalow as the owner had told him or a house, and for the removal of two trees to make way for the drive.

Alan Wood (No.7) had concerns about traffic in the Close.

Malcolm Russen (Granary Barn) pointed out his property would be overlooked and that the new development would be very close to his boundary. He also had concerns about the new development at 1C Kimbolton Rd.

Fred Shilham (Tanglefoot) advised this development was angled so that it wouldn't overlook Malcolm's garden.

#### **2 Apologies**

- 2.1 Cllr Palfreeman opened the meeting at 7:45 p.m. and asked for any apologies. Apologies received from Cllr Izzard (holiday) & Cllrs A & B Sauntson & Whiting (prior engagement). Cllr Palfreeman proposed these be accepted and were so agreed by the Council.

#### **3 Declarations of Interest under Section 50 of the LGA 2000**

- 3.1 The Clerk confirmed all Cllrs had completed their Declarations of Acceptance & Register of Interests. These would be forwarded to the Monitoring Officer.
- 3.2 Cllrs Palfreeman, Wooding & Foulger declared a personal interest in item 5.3

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 4 Minutes of Previous Meetings

The minutes of the Annual Meeting **0305 – 12<sup>th</sup> May 2003** had been circulated.

**The meeting resolved to:**

- 4.1 Approve the minutes of meeting **0305** with no alterations.

<b>Proposed by:</b>	<b>Cllr Meeson</b>		
<b>Seconded by:</b>	<b>Cllr Foulger</b>	<b>Decision:</b>	<b>Unanimous</b>

### 5 Planning Matters

- 5.1 **EN/03/00474/OUT – Outline application for a residential development at 5 Britten Close, Chelveston**

Cllr Palfreeman explained the plans. The Clerk advised he had contacted Nos. 3, 4, 6 & 7 Britten Close, Tanglefoot & 1c Kimbolton Rd and the Granary Barn, with 4 objecting and 3 supporting. After debate, the meeting agreed to object to the application (not in keeping, access & siting) and instructed the clerk to notify ENC accordingly.

<b>Proposed by:</b>	<b>Cllr Stopps</b>		
<b>Seconded by:</b>	<b>Cllr Meeson</b>	<b>Decision:</b>	<b>Unanimous</b>

- 5.2 **EN/03/00513/FUL – Application for a detached dwellinghouse with integral garage at Tanglefoot 1c, Kimbolton Rd, Chelveston.**

Cllr Palfreeman explained the plans. The Clerk advised he had contacted 5 Britten Close & the Granary Barn, with 1 objecting and 1 supporting. The meeting agreed not to object to the application and instructed the clerk to notify ENC accordingly.

<b>Proposed by:</b>	<b>Cllr Thompson</b>		
<b>Seconded by:</b>	<b>Cllr Foulger</b>	<b>Decision:</b>	<b>Unanimous</b>

- 5.3 **EN/03/00529/FUL – Application for a two storey side extension to Top Gate Farm, Caldecott.**

Cllr Palfreeman explained the plans. The Clerk advised he had contacted Yew Tree Cottage, Melrose Cottage, Meadowview, Manorfields & Manor Farm Cottage with 4 supporting. The meeting agreed not to object to the application and instructed the clerk to notify ENC accordingly.

<b>Proposed by:</b>	<b>Cllr Foulger</b>		
<b>Seconded by:</b>	<b>Cllr Meeson</b>	<b>Decision:</b>	<b>Unanimous</b>

- 5.4 **Delegated Planning Authority guidelines**

Cllr Foulger requested the Clerk contact ENC for the latest version of the delegated planning authority guidelines, since the information given to the residents did not appear to match that given in the ENC Councillors Information Circular.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 6 Financial Transactions

- 6.1 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve all of these payments and authorise the appropriate cheque to be signed.

**Proposed by:** Cllr Foulger  
**Seconded by:** Cllr Messon                      **Decision:** Unanimous

<b>The opening balance for the meeting was</b>	<b>£11,700.22</b>
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**Receipts since the last meeting**

None

<b>Sub-total</b>	<b>£11,700.22</b>
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**Payments to be made this meeting**

Number	Payee	Item	Cheque	Amount
2003.10	M.H.Hunter	Expenses to 0306	000474	£48.01

<b>Total Expenditure this meeting</b>	<b>£48.01</b>
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<b>Closing Balance for this meeting</b>	<b>£11,652.21</b>
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- 6.2 The bank statements for the month of May have not yet been received or reconciled.
- 6.3 The Clerk provided copies of the YTD spend & forecast.

### 7 Updates on Projects List

#### 7.1 Traffic Calming Measures

The Clerk advised that he had met with Nick Gore (NCC Highways) for a site meeting to look at the Higham Road (B645) traffic calming scheme. Due the bend and the junction, gates were not appropriate, as they would limit the view of traffic trying to pull out onto the Higham Rd. The revised arrangement was: additional SLOW (on the road) further out, existing SLOW (on the road) repainted, 30 roundel (on the road) at the 30 signs and the 30 signs to be replaced with larger versions with yellow surrounds. NCC has costed this at £300-500, which is below the level of funding applied for (£2,500). Accordingly the Kimbolton Rd scheme will also be examined, with the view to combining the two schemes.

The VMS (Variable Message Sign) which displays "SLOW DOWN" & flashing lights when vehicles approach over the pre-set limit has been costed at £3,500. Running (electricity) & maintenance costs are still to be provided.

The Clerk had repeated that matching funding would not be made available until the Raunds Rd (B663) scheme was completed. This is down to delays with WS Atkins and its sub-contractor.

Caldecott's road markings have been renewed, though NCC were unaware of this.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### 7.2 305<sup>th</sup> BG Memorial opposite JST

The Clerk confirmed NCC Legal had been advised that the Council had vetoed the land transfer until after the memorial has been completed, when the matter will be reviewed again. Cllr Foulger advised the UK association had sent details of the base of the memorial to the US association for costing & funding.

### 7.3 Flooding in Caldecott

The Clerk reminded the Council that in January 2003 (meeting 0301) the then Council had agreed to assist in ditch digging to prevent flooding problems. It was now June and no progress had been made. Cllr Palfreeman proposed the Council hire a mechanical ditch digger to sort out the "uphill" slope on the ditch beside *The Barns* (powers under the Public Health Act 1936) and a volunteer party (including Cllr Palfreeman, the Clerk & Mr Pentland) start on the ditch at *Haleworth* before the next meeting.

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Stopps  
**Decision:** Unanimous

### 7.4 Bank Account Change

The Clerk advised that all Cllrs had supplied details as requested, but Abbey National had changed the forms & requirements. The Clerk had persuaded them to accept the original forms, but all Cllrs will now need to supply driving licenses or passports in order to open the accounts. Abbey National would contact NWB to transfer the remaining monies across. Once this had happened, the Clerk would advise ENC of the new account for future e-money transfers.

## 8 Installing Bollards on Footpath MM1 between 14/16 Duchy Close.

Cllr Palfreeman advised that advice was being sought from ENC, NCC & Rights of Way and that this item would be deferred accordingly.

## 9 Changing posts & roles – Responsible Financial Officer & Internal Controller.

Cllr Palfreeman advised that information had been issued to Cllrs with the agenda on this item. The Clerk advised that the problem arose when the previous Council set up the correct internal controls, but used the wrong post titles, which have a statutory meaning. The recommendation of transferring the post of RFO to the Clerk and Internal Controller to Cllr Foulger would bring the posts and roles into line with legislation.

Cllr Palfreeman proposed that the post of RFO be transferred to the Clerk and that Cllr Foulger be appointed the Internal Controller.

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Meeson  
**Decision:** Unanimous

Cllr Palfreeman & the Clerk then signed Contract Amendment No.2 to the Clerk's contract to take on the role of the RFO.

Cllr Palfreeman proposed an amendment to Standing Order 15, to change the composition of the Executive to the Chairman, Vice-Chairman and Internal Controller. Under Standing Order 1.4, once proposed and seconded, this item will stand adjourned until the next meeting without further discussion.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Meeson  
**Decision:** Unanimous

### 10 Approval of the accounts ending 31<sup>st</sup> March 2003

Cllr Palfreeman advised that a draft of these had been issued with the minutes. The Clerk advised that the end of year accounts reconciled with the Receipts & Payments book and the bank statements. The end of last year and start of current year balances had been revised accordingly. Cllr Palfreeman thanked the Clerk for his work.

The Council agreed to accept the accounts with no alterations

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Foulger  
**Decision:** Unanimous

### 11 Appointment of Internal Auditor

The Clerk advised that Mr Jim Hill FCA had confirmed he would be prepared to audit the accounts again.

The Council agreed to appoint Mr Hill as the internal auditor and instructed the Clerk to arrange his remuneration.

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Wooding  
**Decision:** Unanimous

### 12 Provision of DEFRA guide books to Councillors

Cllr Palfreeman advised that DEFRA, in conjunction with other organisations, had produced a useful guidebook for Councillors. The book was free, but cost £2 for postage & packing. It was suggested that all Cllrs be provided with a copy (£14).

The Council agreed to provide the guidebooks to all the Cllrs and instructed the Clerk to arrange this.

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Foulger  
**Decision:** Unanimous

### 13 Visits, Training & Courses.

The Clerk advised of the following –

Wed 11<sup>th</sup> June: NALC new Cllr training @ 19:00 – 21:00 at Hunsbury Hill, Northampton (£15)  
 – Cllr Thompson to attend.

Mon 14<sup>th</sup> July: New Cllr Code of Conduct training @ 19:00 at ENC, Thrapston.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 14 Approval of Chairman's & Clerk's Correspondence Logs

Cllr Palfreeman advised he had no additions to his logs since the last meeting. The Clerk's log was issued to the council prior to the meeting.

- 14.1 The meeting resolved to approve the Council Correspondence Logs and the various actions required dealing with each item.

**Proposed by:** Cllr Wooding  
**Seconded by:** Cllr Thompson      **Decision:** Unanimous

### 15 Councillor's Reports

The Clerk updated the Council on two previous planning applications –

In-fill of ex-quarry in Water Lane – The case officer had recommended refusal. Cllr Stopps advised that NCC had phoned her to say the application had been withdrawn.

The first floor extension at Ford Cottage had been granted under delegated authority.

The Clerk advised the Council had won a digital camera in the *Welland On-line* competition entered by the Clerk. This was due to be presented later.

The Clerk advised that the Parish had featured in an article in the *Nene Valley News*, though not for reasons the Council might wish. The Clerk recognised the picture of fly tipping as being one he had reported near RAF Chelveston.

The Clerk advised the W.S.Atkins had ordered the replacement sign for the one on the Higham Rd / Caldecott Rd junction next to the village hall.

### Date of Next Meeting:

Ordinary meeting on 14<sup>th</sup> July 2003 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 8:30 p.m.

**Issued on 3<sup>rd</sup> June 2003**

**Pages 798 - 807 signed under seal as true record**

**Adrian Palfreeman**  
**Chairman of the Parish Council**

**Mark Hunter**  
**Clerk to the Parish Council**

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
<b>2003</b>				
15/02/2003	I-2003-049-MHH	Abbey National	Details of bank accounts	Awaiting
07/03/2003	I-2003-068-MHH	NCC ROW	Signpost - Spring 2003	Circulated
14/03/2003	I-2003-080-MHH	ENC (Robert Austin)	Payment of invoices by BACS	Awaiting
22/03/2003	I-2003-089-MHH	Transco	Response to 305th Memorial	Awaiting
12/04/2003	I-2003-123-MHH	ENC (Barbara Ding)	Register of Interest forms for incoming Cllrs	Awaiting
24/04/2003	I-2003-136-MHH	ENC	Councilors Info Circular (April 2003)	Circulated
12/05/2003	I-2003-154-MHH	ENC (Rachel Booth)	Conservation Officer comments on Water Lane Quarry in-fill	File
12/05/2003	I-2003-155-MHH	ENC (Planning)	E-mail regarding Code C2 designation	File
12/05/2003	I-2003-156-MHH	P.Logue	Letter supporting 14 Duchy Close	File
12/05/2003	I-2003-157-MHH	E.Vega	Letter objecting to 14 Duchy Close	File
13/05/2003	I-2003-158-MHH	ENC (Planning)	Ouline application for development at 5 Britten Close, Chelveston	Actioned
13/05/2003	I-2003-159-MHH	Highways Agency	Response to 30 letter	File
14/05/2003	I-2003-160-MHH	DEFRA	Memo on "Good Councillors Guide"	File
16/05/2003	I-2003-161-MHH	ENC	Agenda for mtg on 20th May 2003	Circulated
22/05/2003	I-2003-162-MHH	ENC (Andra Bowyer)	Residential Land availability 2003	File
22/05/2003	I-2003-163-MHH	ENC (Planning)	Planning Application for dwelling at Tangelfoot, Kimbolton Rd	Actioned
22/05/2003	I-2003-164-MHH	Welland Partnership	Won a digital camera in Welland on-line competition	File
23/05/2003	I-2003-165-MHH	Northampton School	Further details on web-site	Awaiting
23/05/2003	I-2003-166-MHH	NALC	Update issue 3 (April/May)	File
26/05/2003	I-2003-167-MHH	David Bagley	Objection to 5 Britten Close	File
29/05/2003	I-2003-168-MHH	ENC (Planning)	Planning application for two storey side ext to Top gate farm Caldecott	Actioned
29/05/2003	I-2003-169-MHH	NCC (Nicola Holton)	Planning meeting on June 3rd for in-fill of ex-quarry in Water Lane	File
31/05/2003	I-2003-170-MHH	ENC (Planning)	Planning permission for ext. to Ford Cottage, Chelveston	File
31/05/2003	I-2003-171-MHH	ACRE	Village viewpoint (Summer 2003)	File
01/06/2003	I-2003-172-MHH	Malcolm Russen	Objection to 5 Britten Close	File

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
<b>2003</b>						
05/05/2003	O-2003-062-MHH	Web-site	Councillor history	Draft		
08/05/2003	O-2003-064-MHH	P.Cllrs & D.Cllrs	Minutes of 0305	Delivered		
12/05/2003	O-2003-065-MHH	NWB	Revoking A.Dale & P.Logue mandate	Posted	0305.12.6	
13/05/2003	O-2003-066-MHH	ENC (Planning)	Response to application at Ford Cottage, Water Lane	Posted	0305.10.1	I-2003-122-MHH
13/05/2003	O-2003-067-MHH	SLCC	Order for finance manual updates	Posted	0305.11.2	I-2003-146-MHH
15/05/2003	O-2003-068-MHH	ENC (Planning)	Response to application at 14 Duchy Close, Chelveston	Posted	0305.10.3	I-2003-135-MHH
15/05/2003	O-2003-069-MHH	Allianz-Cornhill	Insurance renewal fee	Posted	0305.11.2	I-2003-133-MHH
15/05/2003	O-2003-070-MHH	Mrs C.Foulger	Response to WI request about dog bins	Delivered	0305.13	I-2003-100-MHH
17/05/2003	O-2003-071-MHH	Stephen Roberts	Notification of Coucil Representatives	Delivered	0305.5	
18/05/2003	O-2003-072-MHH	NCC (Martin Bates)	Response to Waste Management draft	Posted		I-2003-103-MHH
20/05/2003	O-2003-073-MHH	NCC	Response to Local Transport draft	Posted		I-2003-087-MHH
26/05/2003	O-2003-074-MHH	P.Cllrs & D.Cllrs	Agenda for 0306	Delivered		



**Chelveston-cum-Caldecott Parish Council  
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 3p	Post pence	DL Env @ 3p	A4 Env @ 10p	Copy @ 3p	Punched Pocket @ 3p	Phone Calls	Mileage @ 49.4p/mile	Other
13/05/2003	Minutes 0305 - 3 D.Cllrs	11	38	2		22				
13/05/2003	Minutes 0305 - 7 P.Cllrs & file	11		7		77				
13/05/2003	NWB - revoke mandate for Dale/Logue	1	19	1		1				
13/05/2003	ENC Planning - response to Ford Cottage		19	1						
13/05/2003	SLCC - request for manual updates		19	1		1				
15/05/2003	Allianz-Cornhill - insurance renewal		19	1						
15/05/2003	WI - dog bin response	1		1		1				
15/05/2003	ENC Planning - response to 14 Duchy CI	1	19	1		1				
17/05/2003	Minutes 0305 - D.Pannell	11		1						
17/05/2003	APA minutes - noticeboard copys					4				
17/05/2003	Sawyers Charity - representatives	1		1		1				
18/05/2003	NCC - response to draft waste plan		19	1						
20/05/2003	NCC - response to draft transport plan			1		1				
28/05/2003	BT - calls to ISP							38.37		
29/05/2003	Agenda for 0306 - 7 P.Cllrs & file	9		7		63				
29/05/2003	Agenda for 0306 - 3 D.Cllrs	4	38	2		8				
<b>TOTALS</b>		<b>£1.50</b>	<b>£1.90</b>	<b>£0.84</b>	<b>£0.00</b>	<b>£5.40</b>	<b>£0.00</b>	<b>£38.37</b>	<b>£0.00</b>	<b>£0.00</b>

**TOTAL VALUE = £48.01**