

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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

14<sup>th</sup> July 2003

#### Meeting Number 0307

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - Monday 14<sup>th</sup> July 2003 in the Chelveston Village Hall.

**Present :-** Councillors: Cllr R.A.Meeson (Chairman of this meeting)  
 Cllr. M.L.Foulger  
 Cllr M.J.Izzard  
 Cllr S.E.Stopps  
 Cllr M.W.Wooding

Clerk: Mr. M.H.Hunter

Public: Cllr P.Whiting

#### 1 Open Forum

Cllr Meeson 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.

#### 2 Apologies

- 2.1 Cllr Meeson opened the meeting at 7:34 p.m. and welcomed Cllr Pam Whiting (a new district Cllr) to the meeting. He then asked for any apologies. Apologies received from Cllr Thompson (Illness), Cllr Palfreeman (work commitments overseas) and Cllrs A & B Sauntson (prior commitments). Cllr Meeson proposed these be accepted and were so agreed by the Council.

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

- 3.1 None.
- 3.2 All Cllrs were issued with the revised SBE guidance booklet on registering interests & gifts & the Countryside Agency's "The good councillor's guide".

#### 4 Minutes of Previous Meetings

The minutes of the Annual Meeting **0306 – 2<sup>nd</sup> June 2003** had been circulated.

##### The meeting resolved to:

- 4.1 Approve the minutes of meeting **0306** with no alterations.

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

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### 5 Planning Matters

- 5.1 **EN/03/00688/FUL – application for a conservatory to the rear of 15 Duchy Close, Chelveston**

Cllr Meeson explained the plans. The Clerk advised he had only been able to contact *Rivendell*, (No.17 Duchy Close & *Mole End* being out) who had no objection, but wanted the Foot Lane access keeping clear. After debate, the meeting agreed not to object to the application and instructed the clerk to notify ENC accordingly.

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

- 5.2 **Delegated Planning Authority guidelines**

The Clerk had received a letter from Gerri Smith (ENC – Head of Planning) regarding the delegated planning authority guidelines, which confirmed that in order to meet the 90% target, resident's objections no longer automatically triggered a referral to Committee. The Council were disappointed by this move and instructed the Clerk to contact ENC to establish the qualifications of case officers & the procedure used to determine applications. Cllr Foulger suggested the matter be referred to NALC.

Cllr Whiting advised that the ENC Planning Committee had asked for an application to be called in and were awaiting its appearance (as a test case). She also advised that if the Council felt strongly that a case should be called before committee to contact her.

- 5.3 **Supplementary Planning Guidance - Parking**

The Clerk advised that NCC had adopted the SPG with the 1.5 cars per dwelling limit, though there were exceptions for rural areas with poor public transport or narrow roads on a case by case basis.

### 6 Financial Transactions

- 6.1 The following invoices were due – ABB for quarterly street lighting maintenance & Powergen for quarterly street lighting power. Additionally a cheque for the transfer of the bulk of the NWB funds to Abbey National (see 7.4) was required. The meeting resolved to approve all these payments & authorised the appropriate cheques to be signed.

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

- 6.2 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 Wooding  
**Seconded by:** Cllr Izzard                      **Decision:** Unanimous

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<b>The opening balance for the meeting was</b>	<b>£11,652.21</b>
<b>Receipts since the last meeting</b>	
2003.11 Abbey National Interest to 30 <sup>th</sup> June	£0.06
2003.12 NWB Interest to 30 <sup>th</sup> June	£31.54
<b>Sub-total</b>	<b>£11,683.81</b>
<b>Payments to be made this meeting</b>	
<b>Number Payee Item Cheque Amount</b>	
2003.13 ABB St Lighting Maint Apr-Jun 03 000001	£119.38
2003.14 Powergen St Lighting Power Apr-Jun 03 000002	£267.90
2003.15 M.H.Hunter Expenses to 0307 000003	£71.18
2003.16 Parish Council Transfer of funds to Abbey Nat 000475	£8,000.00
2003.17 Parish Council Transfer of funds from NWB n/c	£-8,000.00
<b>Total Expenditure this meeting</b>	<b>£458.46</b>
<b>Closing Balance for this meeting</b>	<b>£11,225.35</b>

- 6.3 The bank statements for the month of June have been received & reconciled.
- 6.4 The Clerk provided copies of the YTD spend & forecast. Cllr Wooding asked about the line item for traffic calming in connection to the Raunds Rd scheme. The Clerk advised the Raunds Rd scheme had been paid in advance in full and the line item related to the B645 schemes.

## 7 Updates on Projects List

### 7.1 Traffic Calming Measures

The Clerk advised that he had met with Nick Gore (NCC Highways) again for a site meeting to look at the Kimbolton Road (B645) traffic calming scheme. This would involve a gate and a traffic order to extend the 30-mph zone beyond the bend. Awaiting costs from NCC to check it is affordable if combined with the Higham Rd (B645) scheme.

The anti-skid surface had finally been applied to the Raunds Rd (B663) gateway, but still no road markings.

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

Cllr Foulger advised no further progress.

### 7.3 Flooding in Caldecott

Cllr Meeson advised that Mr S.Carr (Poplar Farm) had agreed to hire out his mechanical ditch digger to sort out the "uphill" slope on the ditch beside *The Barns*, but the ditch digging gang had not been able to do the ditch yet.

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### 7.4 Bank Account Change

The Clerk advised that all Cllrs had supplied passports & driving licenses as requested, which had been accepted by Abbey National. The Clerk had now received the bank account details & books. The Clerk advised there were ongoing problems with Internet access to the accounts & the NWB account would remain live, though dormant, until the Clerk was happy that everything was working as the Council had intended.

The Clerk intended to move the bulk of the funds over to the Reserve Account by cheque issued at this meeting.

### 8 Change to Standing Order 15.

Cllr Meeson advised that the amendment (to change the composition of the Executive to the Chairman, Vice-Chairman and Internal Controller) had been proposed and seconded at the previous meeting and was adjourned to this meeting under Standing Order 1.4. Cllr Meeson asked that this now be adopted.

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

### 9 Annual Audit notification & approval of Statement of Assurance for accounts to 31<sup>st</sup> March 2003

The Clerk advised that the Statutory Notices for the public inspection of the accounts had been displayed. The Internal Audit had been scheduled for Wednesday 16<sup>th</sup> July. The Council now needed to approve the Statement of Accounts & complete the Statement of Assurance.

Cllr Meeson went through the Statement and explained each of the 8 items. The Council agreed to approve the Statement of Accounts & the Statement of Assurance.

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

### 10 Countryside & Rights of Way (CROW) Act 2000 – draft map.

The Clerk explained the mapping required before the CROW Act could be implemented in 2005. The original draft map for the parish showed the entire parish as common land. The Clerk had contacted the Countryside Mapping Agency, who confirmed the map was wrong and issued a replacement with no open access areas within the parish.

The Clerk explained there were exceptions to open access areas (i.e. gardens, parks, farmyards, within 20m of dwellings, etc). There was a consultation period until 30<sup>th</sup> September 2003, and then the provisional map would be issued. Following a further period of consultation, the definitive map would be issued. Walkers (with dogs, but not bikes or horses) would not be able to exercise their CROW rights until the Secretary of State made an order in parliament, due late in 2005.

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### 11 STOP campaign.

Cllr Meeson explained this was a cross party organisation chaired by Sir Peter Fry to lobby against the over-expansion of Northamptonshire. The Council was being asked if it wished to support the campaign.

Cllr Foulger had attended a County Structure plan meeting at the Guildhall. The original increase in housing was 63,000 by 2016, but the Milton Keynes South Midlands (MKSM) study would push this up to 167,000 houses by 2030.

- 11.1 The meeting resolved to support the campaign & instructed the Clerk to notify STOP accordingly.

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

### 12 Visits, Training & Courses.

The Clerk advised of the following –

Wed 16<sup>th</sup> July: Higham Ferrers Comm Safety Forum @ 19:30 at Town Hall, Higham Ferrers.

Mon 18<sup>th</sup> August: Raunds Comm Safety Forum @ 19:30 at Village Hall, Chelveston.

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

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

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

### 14 Councillor's Reports

The Clerk updated the Council on 4 previous planning applications –

The planning application & Listed Building Consent for the farm office at Manor Farm had been withdrawn.

The planning application for 10 homes at Poplars Farm had been withdrawn.

The planning application for a dwellinghouse at Tanglefoot had been granted under delegated authority.

The case officer had advised that the report to committee for 14 Duchy Close would recommend approval of the change of use, with conditions.

Cllr Foulger advised that the police wished to hold a meeting in the village hall between Alderwood & local residents.

The Clerk advised he had attended the presentation for the *Welland On-line* competition winners. The camera is available for use by any Cllr (or any other parish group with the Council's agreement).

The Clerk advised that he had represented the Council at the Change of Command ceremony of the 423<sup>rd</sup> Air Base Squadron at RAF Alconbury on 1<sup>st</sup> July. He had been advised that the first families should return in August, with the building works completed by January 2004.

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The Clerk advised that the Defence High Frequency Communications Service contract had finally been awarded. This involves upgrading the HF infrastructure and rationalising the HF communications assets. As a consequence of this, two HF radio stations, including Chelveston, will close between 2004-2006.

The Clerk advised that Cllr Anna Sauntson will be taking part in the charity fun stroll along the route of A6 Rushden-Higham Ferrers by-pass on Sunday 27<sup>th</sup> July and had invited Cllrs to sponsor her.

The Clerk advised that Cllr Anna Sauntson was chairing a committee on tourism in Higham Ferrers post A6 bypass & had invited Chelveston to participate. Cllr Izzard nominated Cllr Palfreeman.

The new Cllr training course run by NALC was over-subscribed & Cllr Thompson was now due to attend on Mon 28<sup>th</sup> July.

### **Date of Next Meeting:**

Optional meeting on 4<sup>th</sup> August 2003 at 7.30.p.m. in the Chelveston Village Hall.

Ordinary meeting on 8<sup>th</sup> September 2003 at 7.30.p.m. in the Chelveston Village Hall.

The Meeting closed at 8:45 p.m.

**Issued on 19<sup>th</sup> July 2003**

**Pages 808 – 817 signed under seal as true record**

**Adrian Palfreeman**  
Chairman of the Parish Council

**Mark Hunter**  
Clerk to the Parish Council

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## Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
<b>2003</b>				
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
16/05/2003	I-2003-161-MHH	ENC	Agenda for mtg on 20th May 2003	Circulated
23/05/2003	I-2003-165-MHH	Northampton School	Further details on web-site	Awaiting
04/06/2003	I-2003-173-MHH	ENC	Councillors Info Circular - May 2003	Circulated
05/06/2003	I-2003-174-MHH	HLB AV Audit	Audit forms for FY02/03	Awaiting
06/06/2003	I-2003-175-MHH	423rd ABS USAF	Invite to Change of Command Ceremony at RAF Alconbury on 1st July	Awaiting
07/06/2003	I-2003-176-MHH	NWB	May bank statements	Actioned
07/06/2003	I-2003-177-MHH	Abbey National	Receipt for opening account cheques	File
09/06/2003	I-2003-178-MHH	Alderwood	Response to PC planning response to change of use 14 Duchy Close	File
12/06/2003	I-2003-179-MHH	ENC (Planning)	Listed Building Consent application withdrawn - Manor Farmhouse	File
12/06/2003	I-2003-180-MHH	ENC (Planning)	Planning application withdrawn - Manor Farmhouse	File
17/06/2003	I-2003-181-MHH	WS Atkins	2003/4 works schedule	File
18/06/2003	I-2003-182-MHH	SBE	Training video	Awaiting
20/06/2003	I-2003-183-MHH	NCC (Area Cmmttee)	Agenda for meeting on 10th June 2003	File
21/06/2003	I-2003-184-MHH	ABB	Invoice for St Lighting Maintenance April-June 2003	Awaiting
22/06/2003	I-2003-185-MHH	Raunds TC	Invite to Civic Service	Actioned
23/06/2003	I-2003-186-MHH	HF CS Forum	Agenda for meeting on 16th July 2003	Awaiting
23/06/2003	I-2003-187-MHH	DEFRA	Quality Parish Council brochure	Circulated
24/06/2003	I-2003-188-MHH	ENC (Planning)	Planning amendment for Top Gate Farm, Caldecott	Actioned
25/06/2003	I-2003-189-MHH	NALC	7 copies of "The Parish Cllrs Guide"	Actioned
28/06/2003	I-2003-190-MHH	ENC (Gerri Smith)	Officer delegation	File
28/06/2003	I-2003-191-MHH	Powergen	Invoice for St Lighting power (April-June 2003)	Awaiting
28/06/2003	I-2003-192-MHH	ENC (Barbara Ding)	TPC workshop - code of conduct on 14th July 2003	File
30/06/2003	I-2003-193-MHH	ENC (Lisa Meads)	Performance Plan 2003/4	Circulated
01/07/2003	I-2003-194-MHH	ENC (Barbara Ding)	Receipt for Declarations & Register of Interests for Cllrs	File
02/07/2003	I-2003-195-MHH	ENC	Councillors Info Circular June 2003	Circulated
02/07/2003	I-2003-196-MHH	NCC (Danny Brennan)	New County Council funding programmes	File
03/07/2003	I-2003-197-MHH	ENC (Keith Osborne)	Agenda for meeting on Mon 7th July 2003	Circulated
03/07/2003	I-2003-198-MHH	DEFRA	CROW Act 2000 - draft map	Awaiting
04/07/2003	I-2003-199-MHH	ABB	Invoice statement	File
04/07/2003	I-2003-200-MHH	SBE	Register of Interest guide books for Cllrs	Awaiting
05/07/2003	I-2003-201-MHH	NALC	Update issue 4 (June - July 2003)	Circulated
05/07/2003	I-2003-202-MHH	ENC (Anna Sauntson)	A6 Bypass - sponsored stroll Sun 27th July 2003	Awaiting
06/07/2003	I-2003-203-MHH	NPA (Illona Taylor)	ICV posters	Actioned
07/07/2003	I-2003-204-MHH	ENC (Keith Osborne)	Standards Board Mtg 9th July - draft S66 regulations	Circulated
07/07/2003	I-2003-205-MHH	Raunds CS Forum	Minutes of Mtg on 19th May 2003	File
08/07/2003	I-2003-206-MHH	STOP (Sir Peter Fry)	Campaign to stop the over-development of Northants	Awaiting
08/07/2003	I-2003-207-MHH	ENC (Planning)	Planning Application for rear conservatory at 15 Duchy Close	Awaiting
08/07/2003	I-2003-208-MHH	ENC (Planning)	Planning approval for new dwellinghouse at Tanglefoot,	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
<b>2003</b>						
05/06/2003	O-2003-075-MHH	P.Cllrs & D.Cllrs	Minutes of 0306	Delivered		
01/06/2003	O-2003-076-MHH	NALC	Cllrs training course booking (Cllr Thompson)	Posted		
02/06/2003	O-2003-077-MHH	ENC (Planning)	Response to application at 5 Britten Close	Posted	0306.5.1	I-2003-158-MHH
02/06/2003	O-2003-078-MHH	ENC (Planning)	Response to application at Tanglefoot, Kimbolton Rd	Posted	0306.5.2	I-2003-163-MHH
02/06/2003	O-2003-079-MHH	ENC (Planning)	Response to application at Top Gate Farm, Caldecott	Posted	0306.5.3	I-2003-168-MHH
04/06/2003	O-2003-080-MHH	Jim Hill	Appointment as Internal Auditor	Posted	0306.11	
17/06/2003	O-2003-081-MHH	ENC (Planning)	Planning rules query	Posted	0306.5.4	
20/06/2003	O-2003-082-MHH	NALC	Order for 7 copies of "The Parish Cllrs Guide"	Posted	0306.12	I-2003-166-MHH
26/06/2003	O-2003-083-MHH	ENC (Planning)	Response to application at Top Gate Farm, Caldecott	Posted		I-2003-188-MHH
04/07/2003	O-2003-084-MHH	Alan Wood	Re-direction labels for 7 Britten Close (Clerk mail)	Delivered		
07/07/2003	O-2003-085-MHH	NPA	Advise change of Clerk address	Posted		I-2003-203-MHH
09/07/2003	O-2003-086-MHH	P.Cllrs & D.Cllrs	Agenda for 0307	Delivered		



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

S&P= Supply + Print

Date	Item	A4 S & P @ 4p	Post pence	DL Env @ 3p	A5 Env @ 10p	Copy @ 4p	Punched Pocket @ 3p	Phone Calls	Mileage @ 49.4p/mile	Other
05/06/2003	Minutes 0306 - 3 D.Cllrs	10	57		2	20				
05/06/2003	Minutes 0306 - 7 P.Cllrs & file	10			6	70				
02/06/2003	Budget & Forecast sheets	1				7				
02/06/2003	NALC - Cllr training form		19	1		1				£15.00
02/06/2003	Clerk - contract amendment No.2	1				1				
02/06/2003	ENC planning - 3 responses		19	1						
05/06/2003	Jim Hill - appointment as auditor	1	19	1		2				
05/06/2003	Copies of audit forms					6				
05/06/2003	Draft audit letter	1				1				
16/06/2003	ENC - presentation of camera								12	
17/06/2003	ENC Planning - Officer decision rules?	1	19	1		1				
20/06/2003	NALC - The Parish Cllrs guide request		19	1		1				£14.00
21/06/2003	Audit notices					4				
26/06/2003	ENC Planning - Response		19	1						
30/06/2003	ENC copy of Declarations of Acceptance					7				
30/06/2003	ENC copy of Register of Interests					35				
01/07/2003	RAF Alconbury - 423rd Ceremony								48	
04/07/2003	Alan Wood - labels (80)	1			1	1				£0.80
07/07/2003	NPA - change of Clerk's address	1	19	1		1				
09/07/2003	Agenda 0307 - 3 D.Cllrs	1	38	2		2				
09/07/2003	Agenda 0307 - 7 P.Cllrs & file	4		7		10				
<b>TOTALS</b>		<b>£1.28</b>	<b>£2.28</b>	<b>£0.48</b>	<b>£0.90</b>	<b>£6.80</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£29.64</b>	<b>£29.80</b>

**TOTAL VALUE = £71.18**