

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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

**6<sup>th</sup> October 2003**

#### Meeting Number 0310

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - **Monday 6<sup>th</sup> October 2003** in the Chelveston Village Hall.

**Present :-** Councillors :

Cllr A.J.Palfreeman	(Chairman)
Cllr R.A.Meeson	(Vice-chairman)
Cllr. M.L.Foulger	
Cllr M.J.Izzard	
Cllr S.E.Stopps	
Cllr M.W.Wooding	

Clerk: Mr. M.H.Hunter

Public: Cllr B.Sauntson  
Mrs E.Wantling

#### **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. Mrs Wantling answered some questions on moths & habitat on behalf of her husband.

#### **2 Apologies**

- 2.1 Cllr Palfreeman opened the meeting at 7:35 p.m. and asked for any apologies. Apologies received from Cllr A.Sauntson & Cllr 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 Cllr Meeson declared a prejudicial Interest in item 7.2.

#### **4 Minutes of Previous Meetings**

The minutes of the Ordinary Meeting **0309 – 8<sup>th</sup> September 2003** had been circulated.

##### **The meeting resolved to:**

- 4.1 Approve the minutes of meeting **0309** with no alterations.

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

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### 5 Casual Vacancy

Cllr Palfreeman asked if any letters had been received from residents wishing to serve on the Council. The Clerk confirmed a letter had been received from Abigail Barnett. Cllr Palfreeman asked if there were any other nominations & Cllr Foulger proposed Adrian Dale. Cllr Palfreeman then adjourned this item to the end of the meeting.

### 6 Planning Matters

#### 6.1 Update on previous applications

The Clerk advised that the ENC Planning Committee had followed the Case Officer recommendation and refused the application for a dwelling house on land at 4 Britten Close.

### 7 Financial Transactions

- 7.1 The following invoices were due – ABB & Powergen for the quarterly street light maintenance and power. The meeting resolved to approve all these payments & authorised the appropriate cheques to be signed.

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

- 7.2 The *Star & Garter* would be holding it's regular November 5<sup>th</sup> Bonfire Night & Fireworks display for the village. In previous years the Council has donated £150 toward this activity. Cllr Palfreeman proposed that the Council donate £150. The meeting resolved to approve this payment and authorise the appropriate cheque to be signed.

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

- 7.3 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 Stopps                      **Decision:** Unanimous

<b>The opening balance for the meeting was</b>	<b>£11,014.18</b>
<b>Receipts since the last meeting</b>	
2003.24 Customs & excise VAT refund	£935.70
<b>Sub-total</b>	<b>£11,949.88</b>

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### Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2003.25	ABB	St Lighting maint (July –Sept 03)	000478	£119.38
2003.26	Powergen	St Lighting Power (July – Sept 03)	000479	£267.90
2003.27	Star & Garter	Donation	000480	£150.00
2003.28	M.H.Hunter	Expenses to 0310	000481	£28.28
<b>Total Expenditure this meeting</b>				<b>£565.56</b>
<b>Closing Balance for this meeting</b>				<b>£11,384.32</b>

- 7.4 The bank statements for the month of September have not yet been received & reconciled.
- 7.5 The Clerk provided copies of the YTD spend & forecast. The VAT refund had been received and the grass cutting grant from NCC had been applied for.

## 8 Updates on Projects List

### 8.1 Traffic Calming Measures

The Clerk advised that he had contacted Cllr Lawson (NCC), who had spoken to W.S.Atkins. The works on the Raunds Rd were completed by 1<sup>st</sup> October. The Clerk had thanked Cllr Lawson for his help in resolving this matter.

The Clerk had received verbal confirmation from Debbie Strong (NCC Highways Area Manager) that the £5,000 grant from the Area Committee would be funded. A list of works on the Higham Rd, Kimbolton Rd, Caldecott & Bidwell Lane was then discussed, at a provisional total of £8,250 (+ vat). Cllr Wooding requested the scheme be re-costed to include the provision of a gateway on the C59 at Caldecott.

Cllr Palfreeman asked that the Clerk be authorised to proceed to ordering the works (subject to the arrival of the grant) and that the Executive be delegated authority to sign the initial payment cheque prior to the next meeting if needed. The meeting so agreed.

**Proposed by:** Cllr Izzard

**Seconded by:** Cllr Wooding

**Decision:** Unanimous

### 8.2 305<sup>th</sup> BG Memorial opposite JST

Cllr Foulger reported no progress.

### 8.3 Flooding in Caldecott

Cllr Palfreeman reported no progress.

### 8.4 Bank Account Change

The Clerk advised that he had visited NWB and obtained the correct mandate forms from them. All Cllrs needed to sign the forms, but only new Cllrs would be required to supply ID. Additionally the Clerk would be added to the mandate for the purposes of account administration, as at present NWB could not release information to him, as he doesn't exist on their records. The meeting agreed to the new mandate and instructed the Clerk to visit the Cllrs to collect their mandate details

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### 8.5 Web Site

The Clerk advised that two companies, The Local Channel & e-Management, had sent out leaflets offering to provide e-services for Parish & Town Councils, but it was considered the present arrangements are sufficient for the Councils needs.

Cllr B.Sauntson was asked if he could assist with the *Rushden On-Line* site, which included a link to Parish Councils. Unfortunately, this only linked to web pages within the site, rather than to external web-sites, such as those used by Higham, Irthlingborough & Chelveston Councils. The Clerk would provide Cllr B.Sauntson with details of the requests to ENC.

### 8.6 Parish Council Noticeboard by the Village Hall

Cllr Meeson had seen Roger Leck, who agreed to replace the top & bottom rails for free.

## 9 ENC draft SPG on Housing Land

Cllr Palfreeman advised the Clerk had included information on this with the agenda and asked for comments. The meeting agreed to support this.

## 10 Change of status of footpaths MM1 (part) & MM3 (part) to Public Highways in Duchy Close

Cllr Palfreeman advised the NCC wished to extinguish part of footpaths MM1 & MM3, where these were now part of the Public Highway (ie Duchy Close). This was to avoid the present problem of them being counted twice (footpath register & highway register), which countywide was over-calculating the provision of public access. The rights of the public to walk along the route of these footpaths would still exist, since they were now public highways.

The meeting agreed to support this.

## 11 Moths – Protection of habitat

Cllr Palfreeman advised that Mr Simon Wantling, a resident of Chelveston, who advised the Forestry Commission and other bodies on moths, had been conducting a survey of moths within the parish. He had discovered large numbers of both *Fen Wainscot* & *Large Thorn* moths, which was rare outside the south-east. The Council was asked what action it could take to protect the habitat.

Cllr Palfreeman would speak to the landowner of Duchy Field to avoid cutting during the breeding season, once Mr Wantling advised when the season was. The Clerk would check with ENC & NCC about clearing the brook along Water Lane.

## 12 Connexions - new rural service for 13-19 age range for Careers / Education Service

Cllr Palfreeman advised that a rural worker had been based at Moor Rd Centre, Rushden and asked if the Council felt there was a need in Chelveston that he should be advised off. It was estimated there were about 15 children in the age range. The Council did not feel there was a need at this time.

## 13 Local Authority (Member's Allowances) (England) Regulations 2003.

Cllr Palfreeman advised the Clerk had included information on this with the agenda and asked for comments. The meeting decided not to use these powers and continue with the existing arrangement of the Chairman's allowance.

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### 14 Visits, Training & Courses.

The Clerk advised of the following –

Sun 12<sup>th</sup> Oct: Civic Service at 10:15 @ St Mary the Virgin, Higham Ferrers.

Wed 15<sup>th</sup> Oct: Higham Ferrers Community Safety Forum at 19:30 @ HF Town Hall.

Sun 25<sup>th</sup> October NALC AGM at 10:30 @ Hunsbury Hill, N'ton. – Cllr Foulger (£20)

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

- 15.1 The meeting resolved to approve the Council Correspondence Logs and the various actions required dealing with each item. Cllr Palfreeman drew attention to the press release by Merlin on the closure of the HF radio station at Chelveston as part of the HF communications modernisation project and pointed out this did not affect the USAF housing annex. Cllr Palfreeman also commented about the wasted funds in NHS Trusts in producing Annual Reports and sending them to all Councils within their catchment area.

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

### 16 Councillor's Reports

The Clerk reported on the Local Transport Plan workshop he had attended at ENC on Thurs 2<sup>nd</sup> October.

Cllr Foulger reported on the meeting between the Alderwood residential home managers & residents of Duchy Close organised by the Police at the Village Hall on 1<sup>st</sup> October.

Cllr Foulger raised the issue of Village Design Statements. Cllr Palfreeman talked about the earlier work done in the mid-90's when he chaired the committee, but it was not taken to completion & adopted by ENC.

***The meeting then went into closed session to continue item 5***

After discussion, the meeting agreed to co-opt Adrian Dale as a Parish Councillor and to offer Abigail Barnett the Chair of the Village Design Statement committee.

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

### Date of Next Meeting:

Ordinary meeting on 10<sup>th</sup> November 2003 at 7.30.pm. in the Chelveston Village Hall, when the budget for next year would be discussed.

The Meeting closed at 8:35 p.m.

**Issued on 7<sup>th</sup> October 2003**

**Pages 829 – 837 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
16/05/2003	I-2003-161-MHH	ENC	Agenda for mtg on 20th May 2003	Circulated
04/06/2003	I-2003-173-MHH	ENC	Councillors Info Circular - May 2003	Circulated
18/06/2003	I-2003-182-MHH	SBE	Training video	Awaiting
09/07/2003	I-2003-209-MHH	C&CD	Clerks & Councils Direct - June 2003	Circulated
24/07/2003	I-2003-229-MHH	ENC	Councillors Info Circular July 2003	Circulated
12/08/2003	I-2003-248-MHH	STOP	STOP agenda, minutes & newsletter	Circulated
28/08/2003	I-2003-266-MHH	HF CS Forum	Minutes of Mtg on 16th July 2003	Circulated
30/08/2003	I-2003-270-MHH	ENC	Councillors Info Circular August 2003	Circulated
01/09/2003	I-2003-273-MHH	The Local Channel	Website offer	Awaiting
13/09/2003	I-2003-275-MHH	NALH	Hindsight magazine No.5 (Sept 2003)	Circulated
13/09/2003	I-2003-276-MHH	C&CD	Clerks & Councils Direct - September 2003	Circulated
13/09/2003	I-2003-277-MHH	NCC (A.Grace)	Public footpaths MM1 & MM3 - extinguishment where Highways	Actioned
20/09/2003	I-2003-278-MHH	ENC (Planning)	Planing approval for conservatory at 2 Disbrowe Court, Chelveston	File
20/09/2003	I-2003-279-MHH	Customs & Excise	VAT refund notification	File
20/09/2003	I-2003-280-MHH	Connexions	New voluntary sector team for rural area young people (13-19)	Awaiting
22/09/2003	I-2003-281-MHH	ENC (Karen Horner)	SPG (Housing Supply) deadline extended to 17th Oct 2003	Awaiting
22/09/2003	I-2003-282-MHH	ENC (Colin Ray)	Local Transport workshop reminder	Actioned
22/09/2003	I-2003-283-MHH	Web	Press announcement from Merlin on RF radio stations	Circulated
22/09/2003	I-2003-284-MHH	ENC (Planning)	Planning Committee mtg for EN/03/00835/FUL on 24th Sept	File
22/09/2003	I-2003-285-MHH	Longhurst Group	Annual Report 2003	Circulated
22/09/2003	I-2003-286-MHH	NGH NHS Trust	Annual Report 2003	Circulated
23/09/2003	I-2003-287-MHH	KGH NHS Trust	Annual Report 2003	Circulated
23/09/2003	I-2003-288-MHH	Peterborough NHS	Application for Foundation Hospital status	Circulated
24/09/2003	I-2003-289-MHH	NCC (Mark Chant)	Minerals local plan review	Circulated
24/09/2003	I-2003-290-MHH	ENC (P.Avey)	Leaflets on Housing benefit & Council Tax benefit	File
25/09/2003	I-2003-291-MHH	Northants VCH Trust	Work of the Victorian County History Trust	Circulated
25/09/2003	I-2003-292-MHH	NACRE	Village Viewpoint (Autumn 2003)	Circulated
26/09/2003	I-2003-293-MHH	NCC (Debbie Strong)	New address details	File
26/09/2003	I-2003-294-MHH	ENC (M.Bowerman)	Meeting of the Standards Board on 10th September 2003	File
26/09/2003	I-2003-295-MHH	ENC (Vicki Atkinson)	Casual Vacancy forms	Awaiting
29/09/2003	I-2003-296-MHH	Northants Police	Meeting at the Village Hall on 1st October to discuss 14 Duchy Close	File
29/09/2003	I-2003-297-MHH	Powergen	Invoice for St Lighting power (July - September 2003)	Awaiting
30/09/2003	I-2003-298-MHH	ENC (Planning)	Planning application refused for 4 Britten Close	File
30/09/2003	I-2003-299-MHH	ABB	Invoice for St Lighting maintenance (July - September 2003)	Awaiting
30/09/2003	I-2003-300-MHH	NCC (J.Longhurst)	Tree Warden Info	File
30/09/2003	I-2003-301-MHH	Simon Wantling	Moths within the parish	Awaiting
30/09/2003	I-2003-302-MHH	Abigail Barnett	Application for Casual Vacancy post	Awaiting

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
08/09/2003	O-2003-109-MHH	P.Cllrs & D.Cllrs	Minutes of 0309	Delivered		
09/09/2003	O-2003-110-MHH	ENC (Planning)	Response to planning application for Tanglefoot garage	Posted	0309.5.1	I-2003-274-MHH
09/09/2003	O-2003-111-MHH	HLB AV Audit	Payment of invoice	Posted	0309.6.1	I-2003-268-MHH
11/09/2003	O-2003-112-MHH	Cllr Derek Lawson	Request for support egarding W.S.Atkins	Posted	0309.7.1	
11/09/2003	O-2003-113-MHH	NALC	AGM delegates	Posted	0309.11	I-2003-254-MHH
13/09/2003	O-2003-114-MHH	R.L.Carpentry	Requesting quoute to repair Village Hall noticeboard	Posted	0309.10	
24/09/2003	O-2003-115-MHH	NCC (A.Grace)	Public footpaths MM1 & MM3 where Highways	Posted		I-2003-277-MHH
26/09/2003	O-2003-116-MHH	P.Cllrs & D.Cllrs	Agenda for 0310	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
08/09/2003	Budget & Forecast sheets	1				6				
09/09/2003	External audit fee payment		19		1	1				
09/09/2003	ENC Planning - Response		19	1						
11/09/2003	Cllr D.Lawson - Raunds Rd scheme	1	19	1		1				
11/09/2003	NALC - AGM booking		19	1						£20.00
12/09/2003	Minutes 0309 - 3 D.Cllrs	9	19		1					
12/09/2003	Minutes 0309 - 6 P.Cllrs & file	9			6	54				
13/09/2003	STOP petition	6								
13/09/2003	R.L.Carpentry - repairs to noticeboard	1	19	1		1				
23/09/2003	ENC - transport workshop booking		19	1						
24/09/2003	NCC - MM1 & MM3 changes	1	19	1		1				
01/10/2003	Agenda 0310 - 3.D.Cllrs	1	38	2		1				
01/10/2003	Agenda 0310 - 6 P.Cllrs & file	5		6		30				
<b>TOTALS</b>		£1.36	£1.90	£0.42	£0.80	£3.80	£0.00	£0.00	£0.00	£20.00

**TOTAL VALUE = £28.28**