

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

17th November 2008

Meeting Number 0811

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 17th November 2008** in the Chelveston Village Hall.

Present: - Councillors: Cllr M.W.Wooding (Chairman of the meeting)
Cllr M.W.Emerson
Cllr M.L.Foulger
Cllr G.Harwood MBE
Cllr M.J.Izzard
Cllr P.M.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: D.Cllr P.Whiting

Open Forum.

Cllr Wooding explained that this was an opportunity to speak on any agenda item for a max of 15 minutes before the meeting started. None.

1 Apologies.

Cllr Wooding opened the meeting at 7:32 p.m. and asked for any apologies. Cllr Dale (prior engagement) & C.Cllr Lawson. The meeting agreed to accept these apologies.

2 Declarations of Interest under Section 50 of the LGA 2000.

Cllr Foulger declared a prejudicial interest in item 6.1 (recipient of expenses).

Cllr Harwood declared he would not be taking part in item 5.1 to avoid pre-determination at ENC.

3 Notification of Executive Action under SO83.

The Clerk advised that, following consultation with nearby residents, he requested approval from the Chairman, Vice-Chairman and IFV to order a new dog bin for the lane near to *Blacksmiths Cottage*.

4 Minutes of Previous Meetings.

The minutes of the Parish Council meeting **0810 – 13th October 2008** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **0810** with no amendments.

Proposed: Cllr Harwood Seconded: Cllr Izzard Decision: Unanimous

5 Planning and Licensing Matters.

- 5.1 **EN/08/01462/FUL—Erection of 32,000 bird poultry house & feed silos at Holywell Farm, Chelveston Rd, Stanwick.**

Cllr Harwood did not take part in this item.

Cllr Wooding explained the plans. The Clerk advised he had contacted Stanwick PC, who had indicated they were unlikely to object. The Council had previously highlighted

Chelveston-cum-Caldecott Parish Council

Northamptonshire

visual issues when viewed from the south (i.e. impacting on Chelveston Cliffs). Cllr Wooding considered screening to the south would mitigate the impact.

The meeting agreed to object to the application as submitted and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Wooding Seconded: Cllr Emerson Decision: Unanimous

5.2 APP/G2815/A/082088102/NWF—Appeal against refusal of ENC/08/00451/FUL - Change of use of redundant MOD buildings for electricity generation at Chelveston Renewable Energy Park.

Cllr Wooding explained that CRE were appealing on two grounds; that Bldg 102 was structurally sound and that the cable lying between the generator compound and the switchgear was a permitted development. Cllr Harwood felt the Council could raise other objections, to give the inspector the breadth of the objections that were not readily apparent from the ENC decision notice.

The meeting agreed to object to the appeal and instructed the Clerk to notify the Planning Inspectorate accordingly.

Proposed: Cllr Harwood Seconded: Cllr Wooding Decision: Unanimous

5.3 Update on any previously considered application.

The CRE AD plant application had been previously referred to GOEM by Preserve for a ruling on the need for a full Environmental Impact Assessment (EIA) as it was just below the 50,000 tonnes pa mandatory threshold. GOEM have now ruled a full EIA must be conducted and no planning decision can be made by NCC until this has been considered.

The application for an extension at 5 *Pokas Cottages* had been refused by officer delegation, as too large and overbearing on *The Byre*.

6 Financial Transactions.

6.1 The following invoices were due for payment – BDO Stoy Hayward (external audit fee), M.L.Foulger (poppy wreath), E-On (St Lighting power (Jul - Sep 08)), SLCC (textbook) and A.R.Dale (305th memorial chain). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Mommersteeg Seconded: Cllr Izzard Decision: Unanimous

6.2 A full list of the Clerk’s expenses was included with the agenda. The meeting resolved to approve the payment & authorised the appropriate cheque to be signed.

Proposed: Cllr Mommersteeg Seconded: Cllr Izzard Decision: Unanimous

6.3 The bank statements for the month of October had been received & reconciled.

| | |
|--|------------------|
| Opening Balance for the meeting | £7,734.14 |
|--|------------------|

Receipts since last meeting

| Number | Sender | Description | Method | Amount |
|------------------------------------|--------|-------------|--------|-------------|
| None | | | | |
| Total Receipts this meeting | | | | £Nil |

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Payments to be made this meeting

| Number | Payee | Description | Cheque | Amount |
|---|------------------|----------------------------------|--------|------------------|
| 2008.20 | BDO Stoy Hayward | External audit fee | 000711 | £158.63 |
| 2008.21 | M.L.Foulger | Poppy Wreath | 000712 | £16.50 |
| 2008.22 | E-On | St Lt Power (Jul - Sep 08) | 000713 | £386.99 |
| 2008.23 | SLCC | Textbook | 000714 | £17.20 |
| 2008.24 | A.R.Dale | 305 th memorial chain | 000715 | £63.00 |
| 2008.25 | M.H.Hunter | Expenses to 0811 | 000716 | £151.51 |
| Total Expenditure this meeting | | | | £793.83 |
| Closing Balance for this meeting | | | | £6,940.31 |

7 Updates on Projects List.

7.1 Highways & footways Issues.

The Clerk confirmed the dog bin had been ordered for Joes/High Lane and advised that ENC had offered a second bin free. In response to a suggestion by Cllr Harwood, he was consulting the residents in Foot Lane. Cllr Emerson asked how often the bins were emptied.

The meeting agreed to accept the second dog bin, subject to neighbour consultation and instructed the Clerk to act accordingly.

Proposed: Cllr Harwood Seconded: Cllr Mommersteeg Decision: Unanimous.

The Clerk advised that NCC had been invoiced for the s136 grant for grass cutting in 2008.

A landowner had complained about local flooding at *Blacksmiths Cottage* again. This had been referred to NCC, who had in turn passed it on to Anglian Water.

Cllr Foulger commented on the overhanging bushes in Hillside, Cllr Emerson referred to the problems with local flooding on the B645 near Bidwell Lane jct and Cllr Izzard highlighted the poor state of the footbridge by Bidwell ford.

7.2 Street Lighting.

The Clerk advised that lamp 26 at *School House* was due to be replaced next week.

7.3 Ditches.

Cllr s Foulger & Izzard confirmed the ditches they monitor were both coping with the recent heavy rain.

7.4 E-Government.

The Clerk advised for the 30 day period ending 16th November 2008 of the 1,436 hits, 7.99% came from the US, 1.93% from Europe & 4.23% from other countries. A new web-page on the pre-inclosure open fields had been added to the history site.

The *ZoneAlarm* firewall software is due for renewal in the next month. Cllr Wooding asked if the software could be recovered with the license key if it was accidentally lost. The Clerk confirmed it could.

The meeting agreed to the renewal and instructed the Clerk to act accordingly.

Proposed: Cllr Foulger Seconded: Cllr Wooding Decision: Unanimous.

7.5 Rights of Way.

Cllr Izzard advised the missing sign and gate on MM18 onto the former airfield had been replaced and the brick bridge over the stream (MM13 to VC23) near Chelveston Cliffs had been replaced with a new wooden bridge.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Cllr Foulger advised the handrail on the steps on MM13 by the B645 had rotted away.

7.6 **Trees.**

Cllr Wooding advised he still hadn't heard from the ENC tree officer regarding the TPO maps. Cllr Harwood offered to assist.

7.7 **Community Safety**

Cllr Emerson described a recent break-in at Duchy Close and the capture of 5 illegal immigrants near the golf course with the assistance of the force helicopter.

7.8 **Allotments.**

The Clerk advised a pre-application enquiry had been submitted to ENC Planning for ten 20 pole plots plus associated paths.

8 Adoption of Data Protection Policy.

Cllr Wooding reminded the meeting a draft had been included with the agendas. The Clerk explained the requirement and the rationale behind the policy. It was stressed it only applied to Council controlled data.

Cllr Harwood asked how Cllrs stood passing on details of (say) a resident asking for assistance without explicit permission to pass on their details. The Clerk advised that on balance there would be an implied permission to pass on their details to another Cllr/Officer so long as it was a necessary to achieving the assistance required (e.g. if they required assistance with their waste collection, it would necessary for the appropriate ENC officer to know which resident needed the assistance).

The meeting agreed to adopt the policy and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

The policy would be added to the Council's website.

9 Update on the new Freedom of Information publication scheme requirements.

Cllr Wooding advised that all councils would have to adopt the new scheme by 1st January 2009. There were two parts to be completed – the formal adoption of the model FOI publication scheme (without amendment) and the publication of the FOI guide to information.

It is intended that the Council will formally adopt the publication scheme and agree the new FOI guide at the December meeting.

10 Consultation on the DCLG Code of Conduct for Members and Employees.

Cllr Wooding advised that DCLG were (again) planning to update the Code of Conduct. Proposed changes relating to Cllrs include extending the code into their non-official capacity, by adding a requirement *not to bring their office into disrepute by conduct that is a criminal offence* (excludes fixed penalty notice offences) and making Para 12(2) compulsory on all councils. Also proposed was a code for employees.

The Clerk was drafting a response for the Council's consideration at the December meeting.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

11 Consultation on the EMRA review of RSS8 (East Midlands Regional Plan).

Cllr Wooding advised that EMRA were conducting a partial review of the East Midlands Regional Plan, including housing, waste and renewable energy. One suggestion is to set targets within the 11 Housing Management Areas (i.e. North Northants) rather than the region. Additionally the Government has proposed abolishing the Regional Assemblies and transferring their planning powers to the Regional Development Agencies (i.e. EMDA) by 2010.

The Clerk had drafted a response for the Council's consideration.

The meeting agreed to the response and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Foulger Decision: Unanimous

12 Review of the grass-cutting arrangements for 2009.

Cllr Wooding advised the NCC s136 grant for 2009 would be £586.95, whilst the NCC provided service would be 4 cuts. The ENC consortium service was estimated at £3,040, though Cllr Dale had previously indicated that the footpath from Hillside to Duchy Close should be increased from 4 to 8 cuts, which would be approx £20 more.

The meeting agreed to look at revising the consortium grass cutting arrangements, so as to make a decision at the December meeting.

13 Budget proposals for 2009/2010.

Cllr Wooding reminded the meeting that this item was not setting the Precept for next year (that would be in January), rather it was for Cllrs to identify what activities the Council wished to undertake, so the Precept could be calculated to meet the budget requirements.

The Clerk reminded the meeting that 2009 would be a village appraisal questionnaire year.

14 Visits, Training & Courses.

Cllr Wooding advised the meeting that he had attended the NCALC AGM on 15th October and received the Quality Parish Council certificate on behalf of the Council.

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

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

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

16 Councillor's Reports (information only)

The Clerk advised that at the request of the Clerk of Covington Parish Meeting, he had conducted the internal audit on their accounts.

Cllr Foulger commented favourably on Cllr Dale's response to the NCC Draft Public Participation and External Communications Strategy consultation.

Cllr Emerson reported fly-tipping on the B645 toward Hargrave. Cllr Harwood suggested the ENC fly-tipping contact number should be published in the next parish newsletter.

Cllr Izzard asked if the Council could receive the data from the recent speed data collection on the B663 (Raunds Rd).

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Date of Next Meeting:

To avoid conflicting with an ENC mtg on the 8th December, the next ordinary meeting of the Council would be held on Monday 15th December 2008 in the Chelveston Village Hall.

The meeting closed at 9:07 p.m.

Issued on 18th November 2008.

Pages 1374 – 1383 signed under seal as true record

Adrian Dale
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 |
| 13/09/2008 | I/2008/218/MHH | NCC (Chris Dickens) | Purchase order for 2008 S136 grass cutting grant | Actioned |
| 10/10/2008 | I/2008/237/MHH | BDO Stoy Hayward | Notice of Conclusion of Audit & invoice for audit | Actioned |
| 10/10/2008 | I/2008/238/MHH | Michael Foulger | Expenses claim for Poppy Wreath | Actioned |
| 11/10/2008 | I/2008/240/MHH | BBC Planning | Application for 3 wind turbines at Poddington | File |
| 14/10/2008 | I/2008/242/MHH | Police | Monthly Crime Statistics | Circulated |
| 15/10/2008 | I/2008/243/MHH | E-On (Power) | Invoice for St Lighting power (Jul - Sep 2008) | Actioned |
| 16/10/2008 | I/2008/244/MHH | SLCC | Invoice for Allotment law book | Actioned |
| 16/10/2008 | I/2008/245/MHH | MGWSP (Lara Inglott) | 2009 S136 agreement for grass cutting | Awaiting |
| 17/10/2008 | I/2008/246/MHH | Northants Healthcare NHS Trust | Consultation on redevelopment of Rushden Hospital on 13th Nov | File |
| 17/10/2008 | I/2008/247/MHH | EMRA (Andrew Pitchard) | Consultation of partial review of RSS8 | Actioned |
| 17/10/2008 | I/2008/248/MHH | USAF | Invite to Veteran's Day ceremony at Cambridge US military cemetery | File |
| 21/10/2008 | I/2008/249/MHH | BBC (Ronald McKay) | Adoption of Bedford Town Centre Action Plan | File |
| 22/10/2008 | I/2008/250/MHH | Abbey (Lesley Muir) | Checking on customer service of Council's account | Actioned |
| 23/10/2008 | I/2008/251/MHH | ENC (Geoff Oliver) | Estimated costs for grass cutting 2009 | Awaiting |
| 24/10/2008 | I/2008/252/MHH | ENC | Reports of Committees (November 2008) | Circulated |
| 30/10/2008 | I/2008/253/MHH | NCC (Mark Chant) | Receipt of response to MWDF C&MD consultation | File |
| 30/10/2008 | I/2008/254/MHH | NCC (Mark Chant) | Receipt of response to MWDF Core Strategy consultation | File |
| 30/10/2008 | I/2008/255/MHH | DCLG (Paul Rowsell) | Consultation on Code of Conduct - Cllrs & employees | Awaiting |
| 30/10/2008 | I/2008/256/MHH | ENC Planning | Application for 32,000 bird poultry house @ <i>Holywell Farm</i> , Stanwick | Actioned |
| 01/11/2008 | I/2008/258/MHH | ENC (John Ware) | Open Space Strategy on hold due to staff changes | File |
| 01/11/2008 | I/2008/259/MHH | NCC (Jim Harker) | Consultation on NCC public participation & communication strategy | Actioned |
| 02/11/2008 | I/2008/260/MHH | C&CD | Clerks & Councils Direct Issue 60 November 2008 | Circulated |
| 03/11/2008 | I/2008/261/MHH | NACRE | NACRE Annual Report 2008, Village Viewpoint Winter 2008 | Circulated |
| 04/11/2008 | I/2008/262/MHH | ENC Planning | Planning Appeal against ENC refusal of CRE generator application | Actioned |
| 05/11/2008 | I/2008/263/MHH | NWB | Bank Statements | File |
| 05/11/2008 | I/2008/264/MHH | ENC | Minutes of Planning Policy Committee held on 30th Oct @ ENC | Circulated |
| 12/11/2008 | I/2008/265/MHH | NV Older Persons' forum | Meeting on 10th December @ Rushden Full Gospel Church | File |
| 12/11/2008 | I/2008/266/MHH | Adrian Dale | Expenses claim for 305th BG memorial chains | Actioned |
| 14/11/2008 | I/2008/267/MHH | Police | Speedwatch update, Monthly Crime statistics & newsletter (issue 6) | Circulated |
| 15/11/2008 | I/2008/268/MHH | ENC Planning | Refusal of planning permission for 5 <i>Pokas Cottages</i> | File |
| 15/11/2008 | I/2008/269/MHH | Solutions 4 Playgrounds | Pricelist for playground inspections | File |
| 15/11/2008 | I/2008/270/MHH | ENC (Rachel Reeds) | Meeting of the ENC Standards Board on 19th Nov | Circulated |

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. |
|-------------|-----------------|----------------------|--|-----------------|-------------------|----------------------|
| 2008 | | | | | | |
| 14/10/2008 | O/2008/088/MHH | Parish Cllrs | Minutes 0810 | Delivered | | |
| 18/10/2008 | O/2008/089/MHH | NCC Planning Policy | MWDF - Core Strategy consultation response | Posted | 0810.4.3 | I/2008/228/MHH |
| 18/10/2008 | O/2008/090/MHH | NCC Planning Policy | MWDF - Control & Development consultation response | Posted | 0810.4.4 | I/2008/227/MHH |
| 10/10/2008 | O/2008/091/MHH | E-On Energy Services | Order for replacement St Lamp 26 | Posted | 0809.10 | I/2008/211/MHH |
| 15/10/2008 | O/2008/092/MHH | DCLG (Vanita Patel) | Byelaws consultation response | Posted | 0810.9 | I/2008/229/MHH |
| 15/10/2008 | O/2008/093/MHH | E-On | Payment of invoice | Posted | 0810.5.1 | I/2008/222/MHH |
| 16/10/2008 | O/2008/094/MHH | ENC Planning | Response to application at <i>The Cottage</i> , Chelveston | Posted | 0810.4.2 | I/2008/234/MHH |
| 17/10/2008 | O/2008/095/MHH | ENC Planning | Response to application at <i>5Pokas Cottages</i> , Chelveston | Posted | 0810.4.1 | I/2008/231/MHH |
| 27/10/2008 | O/2008/096/MHH | Parish Cllrs | Data Protection Policy | Delivered | 0811.8 | |
| 26/10/2008 | O/2008/097/MHH | NCC (Max Andrews) | Response to Highways top 10 priorities request | E-mail | 0810.6.1 | |
| 27/10/2008 | O/2008/098/MHH | Abbey (Lesley Muir) | Reminder that Council's account was closed in 2003 | Posted | | I/2008/250/MHH |
| 12/11/2008 | O/2008/099/MHH | Parish Cllrs | Agenda 0811 | Delivered | | |
| | | | | | | |
| | | | | | | |

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

S&P= Supply + Print

| Date | Item | A4 S & P @ 6p | Post pence | DL Env @ 6p | C5 Env @ 7p | A4 Env @ 10p | Copy @ 6p | Phone Calls | Mileage @ 40p/mile | Other |
|---------------|--|---------------------|---------------|----------------|-------------------|--------------------|--------------|----------------|--------------------------|---------------|
| 06/10/2008 | Orange - ISP broadband | | | | | | | | | £17.99 |
| 08/10/2008 | Oct/Nov Newsletter (215) | | | | | | | | | £21.50 |
| 10/10/2008 | E-On Energy Services - order for lamp 26 | 1 | 34 | 1 | | | 1 | | | |
| 12/10/2008 | Pre-minutes for Clerk | 6 | | | | | | | | |
| 12/10/2008 | Copy of FOI guides | 7 | | | | | | | | |
| 14/10/2008 | Minutes 0810 - 3 P.Cllrs & File | 10 | | | | | 30 | | | |
| 15/10/2008 | NCALC AGM | | | | | | | | 30 | |
| 15/10/2008 | E-On - payment of invoice | | 34 | 1 | | | | | | |
| 15/10/2008 | DCLG byelaws consultation response | 2 | 34 | 1 | | | 2 | | | |
| 16/10/2008 | ENC - Response to application | | 34 | 1 | | | | | | |
| 17/10/2008 | ENC - Response to application | 1 | 34 | 1 | | | 1 | | | |
| 18/10/2008 | SLCC Conf (Wokefiled, Reading) | | | | | | | | 218 | |
| 19/10/2008 | NCC Planning policy - MWDF responses | 3 | 34 | 1 | | | 3 | | | |
| 19/10/2008 | Audit conclusion notices for display | | | | | | 2 | | | |
| 27/10/2008 | Abbey - Closed account info | 1 | 34 | 1 | | | 1 | | | |
| 11/11/2008 | Draft Data Protection policy | 8 | | | | | 56 | | | |
| 12/11/2008 | Agenda 0811 - 7 P.Cllrs & File | 4 | | | | | 28 | | | |
| TOTALS | | £2.58 | £2.38 | £0.42 | £0.00 | £0.00 | £7.44 | £0.00 | £99.20 | £39.49 |

TOTAL VALUE = £151.51