

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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

14<sup>th</sup> December 2009

#### Meeting Number 0911

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 14<sup>th</sup> December 2009** in the Chelveston Village Hall.

**Present:** - Councillors: Cllr A.R.Dale (Chairman)  
Cllr M.W.Wooding (Vice-chairman)  
Cllr M.W.Emerson  
Cllr M.L.Foulger  
Cllr G.Harwood MBE  
Cllr M.J.Izzard  
Cllr P.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 3 members of the public.

#### **Open Forum.**

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

#### **1 Apologies.**

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – D.Cllr P.Whiting (prior engagement). 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 items 5.1 (Secretary of the Committee receiving payment) and 5.2 (recipient of expenses).

#### **3 Minutes of Previous Meetings.**

The minutes of the Ordinary Meeting of the Parish Council **0910 – 2<sup>nd</sup> November 2009** had been circulated.

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

Approve the minutes of meeting **0910** with no amendments.

**Proposed: Cllr Izzard      Seconded: Cllr Harwood      Decision: Unanimous**

#### **4 Planning and Licensing Matters.**

*Cllr Harwood did not take part in item 4.1 to avoid possible pre-determination.*

##### **4.1 EN/09/01888/FUL—two storey side extension onto gable end wall at 37 Water Lane, Chelveston.**

Cllr Dale explained the plans. The Clerk confirmed he had contacted 33 Water Lane with no objections and the local Rambler's Association had responded "no comment". The meeting questioned the owners about their plans.

The meeting resolved not to object to the application and instructed the Clerk to notify ENC accordingly.

**Proposed: Cllr Dale      Seconded: Cllr Izzard      Decision: Unanimous**

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### 4.2 Update on previous applications

The *Northdale End* and *Darsdale Farm* (Raunds) developments have not yet been determined, though Raunds TC, the 4 District Cllrs & the County Cllr have all objected to *Northdale End*. The *Eastview* side extension has been granted and the *Redwood* rear development has been refused, both by officer delegation.

The NCC MWDF Core Strategy suggested changes are out for consultation (due 7<sup>th</sup> January 2010). Suggested change SC27 (rural hinterland facilities) would most affect this parish for future developments. SC33 (catchment areas) defers definition of this to the Control & Management of Development plan. Higham Ferrers & Rushden now form part of the Central Spine.

The Clerk would respond on behalf of the Council in consultation with the Chairman.

### 4.3 Update on planning guidelines for Gypsies and Travellers.

The provision of travellers sites is not as clear cut as permanent housing and any applicant would need to be able to demonstrate particular circumstances as to why a particular site should be developed for that purpose and show that there was an unmet need for such facilities, that could not be met elsewhere within the district by extending an existing site.

There was recently a Gypsy and Traveller Accommodation Assessment (GTAA) carried out within the county which set out the likely needs for additional pitches for the forthcoming years. ENC are currently working with the site owners in Ringstead regarding the potential for an extension of the existing facility, which is the preferred option.

Cllr Emerson advised of an unauthorised development at Bythorn (Cambs).

## 5 Financial Transactions.

*Cllr Foulger did not take part in items 5.1 and 5.2.*

- 5.1 The following invoices were due for payment – Village Hall Committee (hall hire 2009), E-On Energy Services (making lamp 1 safe), ENC (Grass-cutting (Aug – Oct 09)) and SLCC (Fees 2010). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

**Proposed: Cllr Dale      Seconded: Cllr Emerson      Decision: Unanimous**

- 5.2 The following Cllr expenses were due for payment – Cllr M.L.Foulger (remembrance wreath). The meeting resolved to approve this expense and authorised the appropriate cheque to be signed.

**Proposed: Cllr Dale      Seconded: Cllr Izzard      Decision: Unanimous**

- 5.3 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

**Proposed: Cllr Harwood      Seconded: Cllr Wooding      Decision: Unanimous**

- 5.4 The bank statements for the months of October & November have been received and reconciled.

- 5.5 The VAT refund for 2008-9 has been received from HMRC.

**Opening Balance for the meeting** £9,489.12

#### Receipts since last meeting

Number	Sender	Description	Method	Amount
2009.30	HMRC	VAT refund 2008-9	BACS	£851.86
<b>Total Receipts this meeting</b>				<u><b>£851.86</b></u>

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### Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2009.31	M.L.Foulger	Remembrance wreath	000755	£16.50
2009.32	VHC	Hall hire 2009	000756	£162.50
2009.33	E-On Energy	Making safe Lamp 1	000757	£126.50
2009.34	ENC	Grass-cutting (Aug – Oct 09)	000758	£1,319.56
2009.35	SLCC	Fees 2010	000759	£80.00
2009.36	M.H.Hunter	Expenses to 0911	000760	£53.65
<b>Total Expenditure this meeting</b>				<b>£1,758.71</b>
<b>Closing Balance for this meeting</b>				<b>£8,582.27</b>

## 6 Updates on Projects List.

### 6.1 Highways & footways Issues.

The Clerk advised that he reported flooding on the B645 opposite Bidwell Lane on 7<sup>th</sup> December and road was now being dug up to install a new plastic drain pipe to the other side of the road, replacing the collapsed clay drain pipe.

MGWSP had advised they were due to carry out cleaning/emptying of the 160 gullies in the parish in March 2010. The Winter Driving leaflets were also distributed.

The Clerk had issued tender invites to two grass-cutting firms, plus the ENC consortium.

CPRE Northamptonshire was offering £75 funding for one year for parish litter pickers, who must pick litter at least once a fortnight and update the CPRE website with the results. The scheme was being funded by DEFRA.

Cllr Dale suggested that John Britten be approached if the funding was granted.

Cllr Foulger reported on the recent NCC Parish Highways Reps meeting. The general view appears to be that the scheme is a little disorganised, with issues concerning parking due to the 1.5 car spaces per house SPG on new developments in rural areas, leading to on street parking problems.

### 6.2 Street Lighting.

The Clerk advised that Lamp 20 (outside *Gardenfields*, Raunds Rd) had been replaced and that Lamp 1 (outside 37 Water Lane) had suffered vehicle impact damage, leading to Cllr Dale calling out E-On to make it safe. A quote for replacing the lamp, along with the call-out fee, had been submitted to the company's insurers.

#### The meeting resolved to:

Replace lamp 1 using the Street Lighting repairs funds and instructed the Clerk to act accordingly.

**Proposed: Cllr Dale**

**Seconded: Cllr Izzard**

**Decision: Unanimous**

The EU *Energy using Products* (EuP) directive will progressively affect the availability of replacement lamps for street lights. Sales of 100w Tungsten lamps ceased from Sept 2009 and SON-E lamps will cease from April 2012. The only high pressure Sodium Oxide lamp in the parish is a SON-T and is not affected. However, Mercury filament and vapour lamp sales will cease in April 2015 and the parish currently has 23 MBFU lamps.

The Council has for some years been replacing the 80w MBFU with 35w SOX lamps as and when they required replacement, but this may need to be accelerated over the next 5 years. There is an alternative 42w PL (compact fluorescent) lamp that provides white light if required, though this is slightly more expensive to run.

After debate, the Council agreed to continue to replace the MBFU lamps with 35w SOX, due to lower energy use and providing a safer monochromatic light in rain, fog & snow.

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### 6.3 Ditches.

Cllr Emerson reported the Joes/High Lane ditch had not burst its banks due to the raised bunding and the drain was coping. Cllr Foulger & Wooding reported no flooding in the Caldecott ditches.

### 6.4 E-Government.

The Clerk advised for the 30 day period ending 13<sup>th</sup> December 2009 of the 1,593 hits, 27.03% came from the US, 3.19% from Europe & 0.29% from other countries.

The history web-site now has 25 pages covering village life in 1945-51 from a former resident who had emigrated to Australia.

The Clerk advised the Zone Alarm firewall protection was due for renewal (approx £25).

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

Renew the firewall service and instructed the Clerk to act accordingly.

**Proposed: Cllr Dale**

**Seconded: Cllr Harwood**

**Decision: Unanimous**

### 6.5 Rights of Way

Cllr Izzard reported on footpaths;

MM3 – to be realigned to run beside *Hawthorn House*.

MM5 – steps to be installed after the crops had been harvested (i.e. from the field side).

MM7 – stile needs to be repaired in the paddock behind 41 Water Lane once the owner can be contacted by NCC ROW.

### 6.6 Trees

No report.

### 6.7 Community Safety

No report.

### 6.8 Allotments

Cllr Dale updated the meeting on progress with the development of the Allotment Gardens. The landowner has cut the grass in the field and the entrance for the new gateway at the south end of the site had been prepared. One of the prospective allotment holders will be supplying and fitting the gates. The old pond had also been dredged to provide for improved water supply to the site. There have been no costs incurred so far by the Parish Council in the project.

Following an assessment of soil quality and drainage, the landowner advised that the proposed siting of plots to the south of the site would not be viable and would be very hard to plough. He asked that the 1 acre area be moved to the flatter ground on the brow of the hill, or indeed even further north closer to the houses where soil quality is best. A 68m x 60m area has now been staked out at the top of the hill leaving a 25-35m buffer strip between the houses and the allotments. A test ploughing has been undertaken but the ground is still too wet for the equipment available. However, the landowner he is confident that with the drier and colder weather forecast, ploughing should be possible on this plot in the next two weeks.

Concerns have been expressed by some residents in Disbrowe Court who are unhappy with the changed location of the plots. Given the changes to the original proposals, these residents have also expressed the view that the project as a whole should be reconsidered and that formal planning permission should be applied for. They would be likely to object to the proposals given that the plots are now visible from their houses and that in their view the outlook from their houses would be adversely affected.

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The Clerk advised the meeting that agricultural activity on agricultural land does not require planning permission (*s55(2)e Town and Country Planning Act 1990*). The landowner can essentially undertake any agricultural activity on this field, including the keeping of livestock. Allotments are themselves defined as agricultural activity following a test case (*Crowborough Parish Council v Secretary of State for the Environment and Wealden DC 1980*). The landowner is therefore entitled to lease out the field for allotment use and no planning permission is required. This was confirmed by ENC Planning earlier in the year.

Cllr Harwood advised the meeting that, from a planning perspective, residents are not entitled to have a specific view or outlook from their property maintained anyway and that this would not be a material objection even if planning permission had been required.

The meeting unanimously agreed to proceed with the plans as discussed and authorised Cllr Dale to determine the final location of the plots through agreement with the landowner.

### 6.9 Parish Emergency Plan

No report.

### 6.10 Parish Appraisal 2009

Cllr Dale reported the December/January newsletter had notified the village the appraisal was due to take place. Cllr Dale would arrange for the appraisals to be printed and issued to each Cllr, along with the list of houses they had been allocated (for delivery & collection) in January.

## 7 Dates of meetings 2010.

The Clerk issued the Cllrs with the 2010 meeting dates that had been booked, being the second Monday of the month, except for April.

## 8 Debate on a Parish Logo.

The Clerk presented to the meeting on how logo's were used in branding both local (the Parish Church and the village hall committee) and national organisations (the WI, E-On) and how a logo could be used by the Council.

The use of Coats of Arms and other heraldic devices used by former ancient borough councils (such as Higham Ferrers TC) were not considered appropriate due to the disproportionately high charges from the College of Arms (£4,975 with the discount for Parish Councils). Adopting a logo could draw on community input and to this end the Clerk had run a sample survey over the last month, revealing the Church, the 305<sup>th</sup> BG and the rural/agricultural nature of the parish to be the top three images that residents associated with the parish.

The Clerk showed a sample logo in crest/shield format, incorporating these images, in both letterhead and frontpage sizes and invited comments

Alternative suggestions included a simple C-c-C design and changing the 305<sup>th</sup> group emblem image to that of the 305<sup>th</sup> memorial.

After debate, the meeting agreed to the principle of adopting a logo, but to include wider community input by including designs (in both sizes) in the Parish Appraisal, along with the option to submit a new design. The Council would then consider which to adopt once the appraisals had been returned.

**Proposed: Cllr Dale**

**Seconded: Cllr Harwood**

**Decision: Unanimous**

## 9 Visits, Training & Courses.

Mon 8<sup>th</sup> Feb – Code of Conduct training session at ENC @ 19:00

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### 10 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 Dale**

**Seconded: Cllr Mommersteeg Decision: Unanimous**

### 11 Councillor's Reports.

The Clerk advised the Easter & Summer CCP Play Ranger (under 7s) and Sports and Arts Programme (8-13 yrs) scheme dates had been announced –

Easter: 18 sessions between 6<sup>th</sup> – 16<sup>th</sup> April.

Summer: 60 sessions between 26<sup>th</sup> July – 3<sup>rd</sup> September.

Cllr Dale advised that until the results of the appraisal were known, the Council doesn't know how many children in each age range there will be.

The Clerk advised that a meeting on 9<sup>th</sup> December, ENC had set the CTB for the parish at 157. This is a decrease of one from the current year.

The Clerk reported all Cllrs had updated their Register of Interests and these would be passed on to the ENC Monitoring Officer.

Cllr Harwood spoke briefly on the forthcoming ENC contact for waste management in 2011 and the consultation that would take place with selected forums, including Town & Parish Councils. Cllr Dale suggested adding a question to the appraisal to aid the Council in understanding what the residents wanted (e.g. weekly collections, wheelie bins, etc).

### Date of Next Meeting:

The next ordinary meeting of the Council would be held on 11<sup>th</sup> January 2010 in the Chelveston Village Hall.

The meeting closed at 8:39 p.m.

**Issued on 17<sup>th</sup> December 2009.**

**Pages 1487– 1496 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  
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Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
<b>2009</b>				
17/10/2009	I/2009/206/MHH	NCALC	Update issue 5/09 September - October 2009	Circulated
24/10/2009	I/2009/213/MHH	ENC	Taxi & Licensing panel minutes	Circulated
24/10/2009	I/2009/214/MHH	ENC	Reports of Committees (November 2009)	Circulated
24/10/2009	I/2009/216/MHH	NALC	Cllrs booklets	Circulated
02/11/2009	I/2009/223/MHH	ENC Planning	Northdale End consultation extended to 30 <sup>th</sup> Nov due to postal strikes	File
02/11/2009	I/2009/224/MHH	ENC (Sharn Matthews)	Annual update of members registers of interest declarations	Awaiting
02/11/2009	I/2009/225/MHH	M.L.Foulger	Invoice for Poppy Wreath	Actioned
06/11/2009	I/2009/226/MHH	NCC (Lara Inglott)	Parish grass mowing scheme 2009 details	Actioned
06/11/2009	I/2009/227/MHH	NHS Northants (John Parkes)	Delivering the future - Feedback event on Tues 17 <sup>th</sup> Nov @ Kettering	File
08/11/2009	I/2009/228/MHH	NWB	Bank Statements	File
09/11/2009	I/2009/229/MHH	Northants LINK	Posters for display	Actioned
09/11/2009	I/2009/230/MHH	Beds BC Planning	Notice of Public Inquiry - Nuon Windfarm appeal at Podington	File
09/11/2009	I/2009/231/MHH	NCC (Courtney Claunch)	Highways Rep annual conference day on Weds 9 <sup>th</sup> Dec	HW Rep
09/11/2009	I/2009/232/MHH	NHS Northamptonshire	Annual Report 2008/9	File
14/11/2009	I/2009/233/MHH	ENC (Rachel Reeds)	Notice of a mtg of the ENC Standards Board on Weds 18 <sup>th</sup> Nov	File
14/11/2009	I/2009/234/MHH	C&CD	Clerks & Councils Direct Issue 66 November 2009	File
19/11/2009	I/2009/235/MHH	NCC (Mark Chant)	NCC Minerals & Waste Core Strategy: Suggested changes	Awaiting
19/11/2009	I/2009/236/MHH	NCC (Michelle Taylor)	Safer Winter Driving leaflets 2009	Actioned
20/11/2009	I/2009/237/MHH	ENC (Robert Austin)	Precept request forms for 2010-11	Awaiting
22/11/2009	I/2009/238/MHH	VH Committee	Invoice for VH hire 2009	Actioned
28/11/2009	I/2009/239/MHH	NCC (Faye Scadden)	Spotlight - Report to the People 2009	File
28/11/2009	I/2009/240/MHH	Victim Support	Annual Review 2008-9	File
28/11/2009	I/2009/241/MHH	ENC Planning	Survey on Development Control services	Actioned
30/11/2009	I/2009/242/MHH	SLCC	Membership renewal form	Actioned
30/11/2009	I/2009/243/MHH	CPRE (Sir Paul Hayter)	CPRE Northamptonshire Stop the Drop Campaign - 2010	Actioned
05/12/2009	I/2009/244/MHH	NCC (Lara Inglott)	Approval of 2009 grass cutting payment	File
05/12/2009	I/2009/245/MHH	E-On Energy Services	Quote to replace lamp 1 (adj 37 Water Lane)	Awaiting
05/12/2009	I/2009/246/MHH	E-On Energy Services	Invoice for emergency call-out to lamp 1 (adj 37 Water Lane)	Actioned
05/12/2009	I/2009/247/MHH	ENC Planning	Planning permission granted for Eastview, Raunds Rd	File
05/12/2009	I/2009/248/MHH	ENC Planning	Planning permission refused for Redwood, Raunds Rd	File
05/12/2009	I/2009/249/MHH	NCC (Lara Inglott)	2010 s136 grant paperwork for grass-cutting	Awaiting
05/12/2009	I/2009/250/MHH	ENC (J.Stanhope)	Invoice for grass-cutting (Aug - Oct 2009)	Actioned
05/12/2009	I/2009/251/MHH	ENC Planning	Application for two storey side extension at 37 Water Lane	Actioned
08/12/2009	I/2009/252/MHH	NCALC	Update Issue 6/09 Nov-Dec 2009	File
08/12/2009	I/2009/253/MHH	CCP (Jackie Ackroyd)	Easter & Summer Play Ranger, Sports & Arts programmes	Awaiting
10/12/2009	I/2009/254/MHH	E-On Energy Services	Invoice for St Lt maintenance (Oct-Dec 09)	Awaiting
10/12/2009	I/2009/255/MHH	M.J.Watts Insurance	Confirming receipt of claim for lamp 1	File
10/12/2009	I/2009/256/MHH	Northants 50+ network	Northants 50+ network Newsletter Volume 3 Issue 10 Winter 2009	Circulated
10/12/2009	I/2009/257/MHH	E-On Energy Services	Highways Lighting Customer Bulletin No.1 December 2009	File
12/12/2009	I/2009/258/MHH	NACRE	Village Viewpoint Winter 2009 & invoice for 2010	Awaiting
12/12/2009	I/2009/259/MHH	NHS	Health & Wellbeing in Wellingborough: 2009/10 edition	Circulated
13/12/2009	I/2009/260/MHH	NWB	Bank Statements	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>2009</b>						
24/08/2009	O/2009/072/MHH	Stuart Carr	Land lease	Draft	0907.6.8	
02/11/2009	O/2009/089/MHH	Parish Cllrs	Minutes 0910	Delivered		
02/11/2009	O/2009/090/MHH	Andrea Claydon	Remittance Advice - Fireworks grant	Posted	0910.5.2	
02/11/2009	O/2009/091/MHH	ENC Planning	Response to application	Posted	0910.4.1	I/2009/208/MHH
02/11/2009	O/2009/092/MHH	ENC Planning	Response to application	Posted	0910.4.2	I/2009/210/MHH
02/11/2009	O/2009/093/MHH	E-On	Payment of invoice	Posted	0910.5.1	I/2009/209/MHH
02/11/2009	O/2009/094/MHH	NCC (David Grindley)	Response to Traffic Management permit scheme	Posted	0909.8	I/2009/190/MHH
07/11/2009	O/2009/095/MHH	NCC (Lara Inglott)	Invoice for grass cutting 2009	Posted		I/2009/226/MHH
07/11/2009	O/2009/096/MHH	E-On Energy Services	Order for replacement St lamp 20	Posted	0910.6.2	I/2009/210/MHH
09/11/2009	O/2009/097/MHH	NCC (Eric Drake)	Request for consent to allotments gateway	Posted		
14/11/2009	O/2009/098/MHH	Allotment Tenants	Minutes of Allotment mtg held on 9 <sup>th</sup> November 2009	Delivered		
15/11/2009	O/2009/099/MHH	ENC Planning	Response to application	Posted	SO83	I/2009/221/MHH
20/11/2009	O/2009/100/MHH	Parish	December - January Newsletter	Delivered		
06/12/2009	O/2009/101/MHH	M.J.Watts Insurance	Claim for damage to Lamp 1, Water Lane	Delivered		
07/12/2009	O/2009/102/MHH	Parish Cllrs	Agenda 0911	Delivered		
08/12/2009	O/2009/103/MHH	ENC Planning	Response to survey	Posted		I/2009/241/MHH
08/12/2009	O/2009/104/MHH	CGM Cambridge Ltd	Invitation to tender (Grass cutting 2010)	Posted	0910.8	I/2009/218/MHH
08/12/2009	O/2009/105/MHH	Brian Mee Associates	Invitation to tender (Grass cutting 2010)	Posted	0910.8	



**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
06/11/2009	Orange - ISP broadband									£17.99
02/11/2009	Pre-minutes for Clerk & Chair	5								
02/11/2009	Budget 2010-11 sheets	1					7			
02/11/2009	NCC - traffic permit scheme response	1	36	1			1			
02/11/2009	E-On - payment of invoice		36	1						
02/11/2009	ENC Planning - response to application	1	36	1			1			
02/11/2009	ENC Planning - response to application		36	1						
07/11/2009	E-On Energy Services - order (lamp 20)	1	36	1			1			
09/11/2009	Minutes 0910 - 3 P.Cllrs & File	9				3	27			
09/11/2009	DLP Projector lamp charge (0.5 hrs)									£0.50
09/11/2009	NCC - invoice for S136 grant	1	36	1			1			
09/11/2009	NCC - request for gateway consent	1	36	1			1			
14/11/2009	Allotment mtg 2 minutes - 3 P.Cllrs & File	1				3	3			
15/01/2009	ENC Planning - response to application	1	36	1			1			
28/11/2009	Parish newsletter (Dec/Jan) [200]									£24.00
05/12/2009	M.J.Watts Insurance claim (lamp 1)	3	36	1			1			
07/12/2009	Dates of meetings 2010	1					7			
08/12/2009	Agenda 0911 - 7 P.Cllrs & File	4		7			28			
<b>TOTALS</b>		<b>£1.80</b>	<b>£3.24</b>	<b>£0.96</b>	<b>£0.42</b>	<b>£0.00</b>	<b>£4.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£42.49</b>

**TOTAL VALUE = £53.65**