

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

8th February 2010

Meeting Number 1002

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 8th February 2010** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr G Harwood
Cllr M.J.Izzard

Clerk: Mr. M.H.Hunter

Public: None.

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.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr Foulger (illness) and Cllr Mommersteeg (holiday). The meeting agreed to accept these apologies.

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

Cllr Izzard declared a personal interest in item 10 (wife is a trustee of the charity).

3 Notification of Executive Action under SO83

The Clerk advised that he had received the invoice for the land lease for the allotment site and had asked for approval from the Chairman and Vice-chairman to pay in advance of the meeting, in order that it could be set up in time for the meeting.

4 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1001 – 11th January 2010** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **1001** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

5 Planning and Licensing Matters.

5.1 Update on previous applications

37 Water Lane had been granted by officer delegation. *Northdale End* and *Darsdale Farm* (Raunds) developments have not yet been determined.

Cllr Harwood advised of a change in the Licensing regime, to allow district Cllrs to call in licences for review.

Cllr Dale asked Cllr Harwood to check on the licensing for the Village Hall.

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6 Financial Transactions.

- 6.1 The following invoices were due for payment – E-On (St Lt Power (Oct-Dec 09)), E-On Energy Services (repair Lamp 20), E-On Energy Services (repair Lamp 29) and PDM Screen Print (Parish Appraisal printing). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 6.2 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 Dale Seconded: Cllr Wooding Decision: Unanimous

- 6.3 The bank statements for the month of January have been received and reconciled by Cllr Wooding.

Opening Balance for the meeting £8,092.46

Receipts since last meeting

Number	Sender	Description	Method	Amount
2009.42	NWB	Interest (Oct-Dec 09)	Bank	£1.32
2009.43	NCC	Grass cutting grant 2009	BACS	£586.95
Total Receipts this meeting				£588.27

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2009.44	Carr Farmers	Land lease 2010	000766	£293.75
2009.45	E-On Energy	Repair Lamp 20	000767	£24.80
2009.46	E-On	St Lt Power (Oct-Dec 09)	000768	£375.33
2009.47	E-On Energy	Repair Lamp 29	000769	£37.18
2009.48	PDM Screen Print	Parish Appraisal printing	000770	£235.00
2009.49	M.H.Hunter	Expenses to 1002	000771	£27.44
Total Expenditure this meeting				£993.54

Closing Balance for this meeting £7,686.19

7 Updates on Projects List.

7.1 Highways & footways Issues.

The Clerk advised that John Britten had decided to remain as a volunteer litter picker, so the CPRE Northamptonshire £100/yr for a parish litter picker post had been advertised in the newsletter.

The vehicle impacted Bidwell Lane sign in Caldecott has been repaired. Cllr Wooding advised the signs at the B645 jct of the lane had also been damaged.

CGM (Cambridge) had confirmed acceptance of the grass cutting contract and supplied their H&S policy. The ENC consortium had been notified of the outcome.

Cllr Harwood advised that residents of the Green had complained about a pothole on the adopted road outside their house. Cllrs Harwood & Emerson reported that the chevrons by the Green and near the Kimbolton Rd lay-by had been damaged.

Cllr Emerson commented on parking of a delivery lorry on a footway and Cllr Harwood on parking on a clearway outside Pokas Cottages.

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7.2 Street Lighting.

The Clerk advised that Lamp 20 (outside *Gardenfields*, Raunds Rd) had been repaired following an air rifle attack, Lamp 1 (outside 37 Water Lane) had been replaced and Lamp 13 (29 Duchy Close) had been reported as dim and had been repaired.

Cllr Izzard advised the lantern cover was hanging loose on Lamp 1.

7.3 Ditches.

Cllrs Wooding & Emerson reported no issues.

7.4 E-Government.

The Clerk advised for the 30 day period ending 7th February 2010 of the 1,359 hits, 10.46% came from the US, 5.91% from Europe & 3.49% from other countries.

The Clerk advised that the mapping service had been populated with the Council's assets.

7.5 Rights of Way

Cllr Izzard reported no issues.

7.6 Trees

Cllr Wooding reported no issues.

7.7 Community Safety

Cllr Emerson reported on an assault outside the *Star & Garter* on 4th February.

7.8 Allotments

Cllr Dale updated the meeting on progress with the development of the Allotment Gardens. The ground had now been ploughed, rotavated and would be harrowed. The head lease had been signed and the tenancy leases were being drafted, as was the draft constitution of the Chelveston Allotment Association. The plots were now being marked out and numbered and quotes obtained for the perimeter fencing & gates.

Assuming the tenancy agreements were let from 28th February and the Association was formed shortly thereafter, the Council needed to appoint a Cllr to be the liaison with the Association. This would be an interim appointment till the Council's next Annual Meeting.

The meeting resolved to appoint Cllr Dale to Chelveston Allotment Association (when created) until the next annual meeting of the Council.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

The Council needed to set the annual ground rent for a plot. Cllr Harwood asked about the risk of costs falling to the Council. Cllr Emerson suggested a rent that would provide sufficient contingency in the event of all the plots not being fully taken up all the time.

After debate the meeting resolved to set the ground rent at £20/year.

Proposed: Cllr Emerson Seconded: Cllr Dale Decision: Unanimous

The Council needed to decide whether to pass responsibility for the waiting list (should one occur) to the Chelveston Allotment Association, though reserving the right to take back the responsibility if the Chelveston Allotment Association failed to exercise it.

After debate the meeting resolved to pass responsibility for the allotment waiting list to the Chelveston Allotment Association (when created), but reserving the right to take back the responsibility if the Chelveston Allotment Association failed to exercise it. The actual granting of an allotment tenancy would remain subject to the Council's approval.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

7.9 Parish Emergency Plan

Cllr Dale reported no progress.

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7.10 Parish Appraisal 2009/10

Cllr Dale reported the Appraisals had been distributed during the weekend 30th – 31st January, with a target return date of 13th February.

8 Debate on the Northamptonshire Councils Charter.

Cllr Dale reported on Northamptonshire Councils Charter consultation that would end on Weds 7th April. The Charter had been developed with extensive input from all levels of the local government in Northants and is intended to be a catalyst for the greater involvement of parish and town councils in decisions that affect their local area.

There are 9 work streams in which Councils may work together –

Highways – support/develop the Parish Highways Rep scheme, design a new Highways Minor Works Programme and Area based Operational Service Reviews.

Community Development – produce/publish Local Planning Charters, develop a Parish Planning Champion scheme and develop a plan for parishing non-parished areas.

Community Safety & Policing – develop a Community Policing scheme, review/develop Parking Enforcement scheme in parishes and develop a countywide approach to tackling dog-fouling.

9 Notice of planned Incorporation of Northants CALC.

Cllr Dale reported proposed incorporation of Northants CALC as a company limited by guarantee. Notice had been given of a Special General Meeting to be held at 9:45 on Saturday 20th March at Higham Ferrers Town Hall.

For the last 60 years it has been an “unincorporated association”, but the county committee have identified that should the Association be wound up as a result of going bankrupt that any financial liability would fall jointly and severally on the 18 members of the county committee. Their personal liability would be unlimited.

In the last two years the Association has been transformed such that it now directly employs three members of staff, holds a lease on its premises and enters in to partnership agreements worth tens of thousands of pounds. The county committee has decided that the risk of unlimited liability is no longer bearable and wishes to limit this liability by incorporating the Association as a company limited by guarantee. Each local council and parish meeting in membership of the Association would (through their membership fee) guarantee the Association to the value of £1.00 in the event that the Association is wound up.

The Clerk raised a concern with the proposed article 19, which would appear to allow the directors (the county committee) to be remunerated for their service, beyond what could be claimed as expenses (covered by article 20). Cllr Dale agreed to raise this with NCALC.

10 Update on the Chelveston Village Hall Association.

Cllr Dale updated the meeting on the current situation with the Chelveston Village Hall Association (the charity that leases and manages the running of the village hall). Acting as Cllr Foulger’s personal representative (who is both a Trustee and the Secretary of the charity), Cllr Dale had drawn up the overdue accounts for the charity and sent them to the Charity Commission. He had also applied for the discretionary rate relief for the village hall. Cllr Dale would be presenting his findings to a meeting of the trustees shortly. The charity doesn’t appear to have held a public annual meeting in September (in line with its trust deed) for as long as anyone present could remember.

Cllr Dale also updated the meeting on the finances of the School Trustees (the charity that owns the village hall). Again Cllr Dale had drawn up the overdue accounts for the charity and sent them to the Charity Commission. He would be presenting his findings to a meeting of

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the trustees. The charity has essentially completed the substantial remedial maintenance of the building that had been awaiting financing for many years. They have now accumulated sufficient surplus funds to allow them to consider making educational grants, in line with the trust deed. This will be the subject of their meetings during the Spring.

Cllr Harwood proposed holding an extra Council meeting to consider the Village Hall and the needs of the parish and inviting the trustees of both charities to attend. Cllr Dale suggested waiting till he had feedback from the two trustees meetings and this was agreed.

11 Visits, Training & Courses.

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

Weds 24th Feb – Cllrs leading local empowerment by EMEP at Saxon Hall, Raunds @ 10:00

Sat 27th Feb – Cllr Professional Development 1 at NCALC, Litchborough @ 10:00 (£29)

Weds 10th Mar – s106 & community infrastructure levy at Saxon Hall, Raunds @ 18:30 (£11)

Sat 27th Mar – Cllr Professional Development 2 at NCALC, Litchborough @ 10:00 (£29)

Tues 30th Mar – Crash course on planning at Saxon Hall, Raunds @ 18:30 (£11)

Sat 17th Apr – Cllr Professional Development 3 at NCALC, Litchborough @ 10:00 (£29)

NB. If Cllr attending all three Prof Dev sessions discount fee £75.

12 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 Harwood

Decision: Unanimous

13 Councillor's Reports.

The Clerk advised that Peter Bone MP had signed up to Early Day Motion 143 to support the introduction of *Sustainable Communities Act Amendment Bill* by Alistair Burt MP.

The Clerk advised the February/March issue of the newsletter had been issued and that NALC had issued an updated version of the model Standing Orders. There were still some outstanding issues with these and the Clerk recommended that the Council stay with the existing Standing Orders until these issues were resolved.

Cllr Izzard advised he had been contacted by Kettering BC, which was conducting a survey of the Street Doctor system.

The Clerk advised that *s29 Local Democracy, Economic Development and Construction Act 2009* provided the power to all councils to grant honorary title ("freemen/women") of an area. This power had previously been held by ancient boroughs, towns and cities until lost in the Local Govt reorganisation in 1974.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on 8th March 2010 in the Chelveston Village Hall. The meeting closed at 8:59 p.m.

Issued on 14th February 2010.

Pages 1507– 1516 signed under seal as true record

Adrian Dale
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
2010				
06/01/2010	I/2010/003/MHH	ENC Planning	Leaflet on "Notification of Planning Applications"	Circulated
06/01/2010	I/2010/004/MHH	ENC (Keith Osborne)	Notice of ENC mtg on Monday 11 th January	Circulated
09/01/2010	I/2010/009/MHH	ENC (Keith Osborne)	Reports for ENC mtg on Monday 11 th January	Circulated
16/01/2010	I/2010/010/MHH	ENC (Tom Morrissey)	Licensing Act 2003 - Guidance notes	File
16/01/2010	I/2010/011/MHH	ENC (Sharn Matthews)	Draft Tourism Strategy for EN - Consultation	Awaiting
16/01/2010	I/2010/012/MHH	C&CD	<i>Clerks & Councils Direct</i> January 2010 Issue 67	Circulated
16/01/2010	I/2010/013/MHH	ENC (Barbara Wiggins)	International Women's Day Lunch posters	Actioned
16/01/2010	I/2010/014/MHH	ENC (Rachel Reeds)	Notice of ENC Standards Board mtg on Wednesday 13 th January	Circulated
16/01/2010	I/2010/015/MHH	ENC (Sharn Matthews)	EN Parishes Update on Thursday 21 st January	File
16/01/2010	I/2010/016/MHH	Debbie Skinner	Info request on Parish Magazines	Awaiting
16/01/2010	I/2010/017/MHH	ENC Planning	Planning Application for ENC leisure centre at Manor Park, Rushden	File
23/01/2010	I/2010/018/MHH	EM Fire & Rescue RCC	Update on progress to establish the EM Fire & Rescue RCC	Circulated
23/01/2010	I/2010/019/MHH	NACRE (Beth Mine)	New Funding for Community groups	File
25/01/2010	I/2010/020/MHH	ENC (Glenn Harwood)	Waste, Recycling & Street Cleansing consultation	Awaiting
25/01/2010	I/2010/021/MHH	E-On	Invoice for St Lighting Power (Oct - Dec 09)	Actioned
25/01/2010	I/2010/022/MHH	E-On Energy Services	Invoice for repairs to Lamp 20	Actioned
25/01/2010	I/2010/023/MHH	E-On Energy Services	Invoice for repairs to Lamp 29	Actioned
30/01/2010	I/2010/024/MHH	ENC Planning	Planning granted for 37 Water Lane, Chelveston	File
30/01/2010	I/2010/025/MHH	ENC (Rachel Reeds)	Notice of ENC Standards Board mtg on Wednesday 3 rd February	File
30/01/2010	I/2010/026/MHH	ENC (Geoff Oliver)	ENC grass-cutting contract for 2010.	Actioned
04/02/2010	I/2010/027/MHH	NWB	Bank statements	File
04/02/2010	I/2010/028/MHH	Alzheimer's Society	County befriending poster	Actioned
04/02/2010	I/2010/029/MHH	Marshalls	Guide to paving design ref <i>T&CP(GPD)(Amendment)(No.2) Order 2008</i>	File
04/02/2010	I/2010/030/MHH	NSPCC (James Cameron)	NSPCC free helpline poster	Actioned
05/02/2010	I/2010/031/MHH	County Gardens & Groundcare	Grass cutting service	File
05/02/2010	I/2010/032/MHH	Carr Farmers Management Ltd	Invoice for allotment lease 2010	Actioned
06/02/2010	I/2010/033/MHH	CGM Cambridge	Confirmation of contract award & copy of H&S policy	File
06/02/2010	I/2010/034/MHH	PDM Screen Print Ltd	Invoice for Parish Appraisal printing	Actioned
08/02/2010	I/2010/035/MHH	NCALC	<i>Update</i> Issue 1/10 Jan-Feb 2010	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2010						
11/01/2010	O/2010/004/MHH	Parish Cllrs	Minutes 1001	Delivered		
11/01/2010	O/2010/005/MHH	ENC (Robert Austin)	Precept request forms for 2010-11	Posted	1001.10	I/2009/237/MHH
11/01/2010	O/2010/006/MHH	NCC (Lara Inglott)	2010 s136 grant paperwork for grass-cutting	Posted	1001.9	I/2009/249/MHH
11/01/2010	O/2010/007/MHH	NCC/MGWSP	Response to annual satisfaction survey	Posted	1001.7.1	I/2009/266/MHH
11/01/2010	O/2010/008/MHH	ENC Planning	Response to application	Posted	1001.5.2	I/2010/006/MHH
11/01/2010	O/2010/009/MHH	ENC Planning	Response to application	Posted	1001.5.1	I/2010/005/MHH
11/01/2010	O/2010/010/MHH	E-On Energy Services	Payment of invoice	Posted	1001.6.1	I/2009/254/MHH
11/01/2010	O/2010/011/MHH	NACRE	Payment of invoice	Posted	1001.6.1	I/2009/258/MHH
11/01/2010	O/2010/012/MHH	E-On Energy Services	Payment of invoice	Posted	1001.6.1	I/2009/263/MHH
18/01/2010	O/2010/013/MHH	CGM Cambridge	Award of contract	Posted	1001.9	I/2010/007/MHH
08/02/2010	O/2010/014/MHH	Parish	Feb/Mar Newsletter	Delivered		
01/02/2010	O/2010/015/MHH	Parish Cllrs	Agenda 1002	Delivered		

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Chairman's Outgoing Correspondence Log 2010

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
04/01/2010	O/2010/001/ARD	Allotments	Update letter to possible tenants	Delivered		
25/01/2010	O/2010/001/ARD	ENC (Sue Wadlow)	Chelveston Village Hall Association	e-mail		
25/01/2010	O/2010/002/ARD	Fr Grant Brockhouse	Chelveston Village Hall Association	e-mail		
08/02/2010	O/2010/003/ARD	Noel Morris	Cutting of verges along Raunds Rd	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
06/01/2010	Orange - ISP broadband									£17.99
11/01/2010	Pre-minutes for Clerk & Chair	5								
11/01/2010	Budget check & precept sheets	2					14			
11/01/2010	Pre-minutes for Clerk & Chair	5								
11/01/2010	ENC - Precept request		39	1						
11/01/2010	NCC - S136 grant paperwork		39	1						
11/01/2010	NACRE - payment of invoice		39	1						
11/01/2010	ENC Planning - response to applications		39	1						
11/01/2010	E-On Energy Services - payment of invoices		39	1						
16/01/2010	Minutes 1001 - 3 P.Cllrs & File	10				3	30			
18/01/2010	CGM Cambridge - contract award	1	39	1			1			
30/01/2010	Lease draft	2								
01/02/2010	Agenda 1002 - 7 P.Cllrs & File	4		7			28			
TOTALS		£1.74	£2.34	£0.78	£0.21	£0.00	£4.38	£0.00	£0.00	£17.99

TOTAL VALUE = £27.44