

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of the Annual Meeting of the Parish Council

10<sup>th</sup> May 2010

#### Meeting Number 1005

Minutes of an **Ordinary Meeting** of the Parish Council held at 9:10 p.m. – **Monday 10<sup>th</sup> May 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: 2 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. Jenny Harwood commented that she felt the APA had been very good.

#### **1 Apologies.**

Cllr Dale opened the meeting at 9:10 p.m. and asked for any apologies – Cllr Foulger (illness), Cllr Mommersteeg (holiday), ENC Cllr Whiting & NCC Cllr Lawson (prior engagement). The meeting agreed to accept these apologies.

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

Cllr Dale declared a personal interest in item 12 (acting Clerk to the two charities).

#### **3 Appointment of Chairman 2010-2011.**

**The meeting resolved to:** Appoint Cllr Dale to be the Chairman for 2010-2011.

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

Cllr Dale signed his Declaration of Acceptance and thanked the meeting for electing him.

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

The minutes of the Ordinary Meeting of the Parish Council **1004 – 13<sup>th</sup> April 2010** had been circulated. The Clerk advised that Cllr Foulger had one correction (Monday should read Tuesday in the preamble).

**The meeting resolved to:** Approve the minutes of meeting **1004** with one amendment.

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

#### **5 Appointment of Vice-Chairman 2010-2011.**

**The meeting resolved to:** Appoint Cllr Wooding to be the Vice-Chairman for 2010-2011.

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

Cllr Wooding thanked the meeting for electing him.

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### 6 Appointment of Cllrs to roles for 2010-2011.

**The meeting resolved to:**

Appoint Cllr Foulger to be the Internal Financial Verifier for 2010-2011.

Appoint Cllr Emerson to be the Community Safety liaison for 2010-2011.

Appoint Cllr Dale to be the Council nominated member of the Chelveston Allotment Association for 2010-2011.

Appoint Cllr Dale to be the Grass cutting liaison for 2010-2011.

Appoint Cllr Dale to be the Parish Highways Representative for 2010-2011.

Appoint Cllr Izzard to be the Parish Path Warden for 2010-2011.

Appoint Cllr Wooding to be the Parish Tree Warden for 2010-2011.

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

### 7 Planning and Licensing Matters.

7.1 **EN/10/00680/QRV — Request for input for Scoping Opinion of an Environmental Impact Assessment for a 160,000 bird colony egg laying unit at Holywell Farm, Chelveston Rd, Stanwick.**

Cllr Dale explained that this was a pre-application. ENC has been in discussion with the agents Ian Pick Associates Ltd. They have provided a location plan and indicated the unit will be approx 138m x 25m with eaves 7.6m and ridge 10.7m. The 160,000 birds will not have access to the outside. The agents believe likely areas for the EIA are – HGV traffic, odour, noise from the ventilation fans, waste management and dust creation.

The meeting felt visual impact (in relation to landscape features such as *Chelveston Cliffs*) and effluent leaching should be considered.

**The meeting resolved:** to respond and instructed the Clerk to notify ENC accordingly.

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

7.2 **Renaming of the former USAF Housing Annex and Chelveston Base Crescent.**

Cllr Dale explained that the new owners (WPG) were applying to change both the name of the site and the road. The Council had contributed names and from these WPG had proposed the site becomes "Chelston Rise" and the road becomes "The Crescent".

**The meeting resolved to:** support the proposals and instructed the Clerk to notify WPG accordingly.

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

7.3 **Update on previous applications**

The *Northdale End* (Raunds) and *Darsdale Farm* (Raunds) development has not yet been determined. The Manor Park leisure centre (Rushden) had been placed on hold after the Development Committee deferred the application for further information.

### 8 Financial Transactions.

8.1 The following invoices were due for payment – E-On (St Lt power (Jan-Mar 2010), Broker Network (Insurance 2010-2011). The latter includes 5% no-claims bonus. The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

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

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- 8.2 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 Emerson                      Decision: Unanimous**

- 8.3 The bank statements for the month of April have not yet been received and reconciled.

**Opening Balance for the meeting** £7,319.24

**Receipts since last meeting**

Number	Sender	Description	Method	Amount
2010.05	ENC	Precept (50%)	BACS	£4,500.00
<b>Total Receipts this meeting</b>				<u>£4,500.00</u>

**Payments to be made this meeting**

Number	Payee	Description	Cheque	Amount
2010.06	E-On	St Lt power (Jan – Mar 10)	000780	£381.75
2010.07	Broker Network	Insurance 2010-11	000781	£445.63
2010.08	M.H.Hunter	Expenses to 1005	000782	£30.86
<b>Total Expenditure this meeting</b>				<u>£858.24</u>

**Closing Balance for this meeting** £10,961.00

### 9 Updates on Projects List.

9.1 **Highways & footways Issues.**

Cllr Dale updated the meeting on the grass-cutting contractor's second cut, which was marginally better than the first. The cutting team felt they had been sent out with the wrong kit to do the job. Cllr Wooding highlighted that on verges in Caldecott only a single width cut had been done. Cllr Dale would continue to work with the contractor to get it right.

9.2 **Street Lighting.**

*Deferred to next meeting.*

9.3 **Ditches.**

*Deferred to next meeting.*

9.4 **E-Government.**

*Deferred to next meeting.*

9.5 **Rights of Way**

*Deferred to next meeting.*

9.6 **Trees**

*Deferred to next meeting.*

9.7 **Community Safety**

*Deferred to next meeting.*

9.8 **Allotments**

Cllr Dale advised that the tenant of plot 12 had requested that his permission be cancelled for a polytunnel (granted minute M1004.7.8) and instead be granted permission to install a 1.8m (L) x 2.4m (W) x 2m (H) lean-to greenhouse, to be built on the south side of the shed such that it will be less in view from Disbrowe Court.

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The meeting felt there was merit in the request, but was concerned as to whether the combined structure would exceed the Prior Notification limits agreed at the last meeting.

**The meeting resolved to:** defer a decision until the Clerk had confirmed the position with ENC Planning.

### 9.9 Parish Emergency Plan

*Deferred to next meeting.*

### 9.10 Parish Appraisal 2009/10

Cllr Dale updated the meeting on the results, as presented at the APA.

## 10 Review of the draft End of Year accounts for year ending 31<sup>st</sup> March 2010.

The Clerk reported on the draft accounts (still waiting for the final interest payment), with restricted reserves of £5,100 and general reserves of £2,400. The General Admin costs had risen by approx £100 due to binding (2000-2004 minutes) and a reference book.

**The meeting resolved to:** accept the accounts (subject to the final interest payment) and instructed the Clerk to act accordingly.

**Proposed:** Cllr Dale

**Seconded:** Cllr Emerson

**Decision:** Unanimous

## 11 Review of Equality Policy.

*Deferred to next meeting.*

## 12 Update on the Chelveston Village Hall.

Cllr Dale updated the meeting on the current situation with the charities and plans for modernising the Village Hall, as presented at the APA.

## 13 Visits, Training & Courses.

*Deferred to next meeting.*

## 14 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

## 15 Councillor's Reports.

The Clerk advised that ENC were changing the annual ENC-PTC area meetings to 6 monthly meetings based on the SCT clusters. The SCT South cluster comprises Rushden TC, Higham Ferrers TC, Chelveston-cum-Caldecott PC and Newton Bromswold PM. Hargrave PC may seek to transfer from SCT Central to SCT South. Cllr Harwood advised he had been assured by ENC that all parties attending would have an equal voice.

Cllr Dale advised that Peter Bone (Cons) had been returned as the MP following the election on Thursday 6<sup>th</sup> May. Locally the turn-out had been 82%.

Cllr Izzard reported a large hole in the B645 verge between Bidwell Lane and Water Lane.

Cllr Dale commented that some outlying householders had asked if they could become part of the parish at the next boundary review.

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

The next meeting would be on Monday 14<sup>th</sup> June 2010 in the Chelveston Village Hall. Cllr Dale advised he would be unable to attend the scheduled meeting on 12<sup>th</sup> July, which Cllr Wooding would chair.

The meeting closed at 9:50 p.m.

**Issued on 16<sup>th</sup> May 2010.**

**Pages 1539– 1548 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>2010</b>				
25/01/2010	I/2010/020/MHH	ENC (Glenn Harwood)	Waste, Recycling & Street Cleansing consultation	Awaiting
09/03/2010	I/2010/057/MHH	PPS (Al Morrow)	Measurements of existing background noise for CRE development	File
09/03/2010	I/2010/058/MHH	Beds BC (Ronald McKay)	Strategy for Bedford High St SPG	Actioned
09/03/2010	I/2010/059/MHH	ENC	Reports of Committees March 2010	File
12/03/2010	I/2010/060/MHH	NCC (Mark Chant)	NCC MWDF - Core Strategy - receipt of Inspector's report	File
12/03/2010	I/2010/061/MHH	E-On Energy Services	Invoice for St Lighting Maint (Jan - Mar 10)	Actioned
12/03/2010	I/2010/062/MHH	Aviva	Payment of insurance claim for Lamp 1	Actioned
13/03/2010	I/2010/063/MHH	NWB	Receipt for insurance cheque	File
19/03/2010	I/2010/064/MHH	PPS (Al Morrow)	Reasons why CRE will not be offering Community Contribution	File
19/03/2010	I/2010/065/MHH	E-On Energy Services	Statement of accounts	File
19/03/2010	I/2010/066/MHH	ENC (Cllr Gill Mercer)	Twinning opportunity	File
19/03/2010	I/2010/067/MHH	Raunds TC	Precis copy of Raunds Parish Emergency Plan	File
20/03/2010	I/2010/068/MHH	NCC (Catherine Greenfield)	Confirmation of grant award for allotment fencing	File
20/03/2010	I/2010/069/MHH	NCC	Grant cheque	Actioned
20/03/2010	I/2010/070/MHH	ENC Planning	Confirmation that proposed new barn near Sawyer's Crescent is GPD	File
20/03/2010	I/2010/071/MHH	NWB	Receipt for grant cheque	File
20/03/2010	I/2010/072/MHH	EMDA	EMDA News Spring 2010	File
22/03/2010	I/2010/073/MHH	Focus (DIY) Ltd	Quote for allotment huts	Actioned
26/03/2010	I/2010/074/MHH	NCC (Wade Siddiqui)	Changes to HWRC Contract - revised opening times	File
03/04/2010	I/2010/075/MHH	ENC Planning	Update to Manor Park leisure centre plans (Rushden)	File
03/04/2010	I/2010/076/MHH	Dani Shaw	Notice of Stanwick 10km race on Mon 5 <sup>th</sup> April	File
03/04/2010	I/2010/077/MHH	NACRE (Beth Mine)	Award of Bitesize grant and conditions acceptance form	Actioned
03/04/2010	I/2010/078/MHH	NALH	Hindsight issue 16 (March 2010) and subscription form	Actioned
03/04/2010	I/2010/079/MHH	ENC (Rachel Reeds)	Notice of a meeting of the ENC Standards Board on Weds 7 <sup>th</sup> April	File
03/04/2010	I/2010/080/MHH	ENC (Rachel Reeds)	Further papers for the ENC Standards Board meeting	File
06/04/2010	I/2010/081/MHH	ENC Planning	Application for CRE Wind Farm	Actioned
07/04/2010	I/2010/082/MHH	NCC (Mark Chant)	NCC MWDF - Locations for Waste & Mineral sites submission	File
07/04/2010	I/2010/083/MHH	Midland Tree Specialists	Contact details of firm	File
07/04/2010	I/2010/084/MHH	NCALC	Subscription, Update, Village of the Year competitor	Actioned
08/04/2010	I/2010/085/MHH	NCC (Katherine Kerswell)	"You Choose" cuts campaign	File
08/04/2010	I/2010/086/MHH	NWB	Bank statements	Actioned
09/04/2010	I/2010/087/MHH	Raunds Music Festiva	Posters & leaflets for Raunds Music Festival in May	Actioned
09/04/2010	I/2010/088/MHH	ENC Planning	Planning permission granted for land ad Eastview, Raunds rd	File
09/04/2010	I/2010/089/MHH	Northants 50+ network	Newsletter (Spring 2010) Vol 3 Issue 11	File
09/04/2010	I/2010/090/MHH	NACRE	Village Viewpoint (Spring 2010)	File
12/04/2010	I/2010/091/MHH	NCC & MKC	Project reduce posters and leaflets	Actioned
12/04/2010	I/2010/092/MHH	E-On	Invoice for St Lt Power (Jan- Mar 10)	Actioned
13/04/2010	I/2010/093/MHH	BDO LLP	Annual Return	Awaiting
16/04/2010	I/2010/094/MHH	PDM Screen Print Ltd	Invoice for Chairman's report on EPA to parish	Actioned
16/04/2010	I/2010/095/MHH	WBC (Marilyn Richardson)	Notice of Election posters	Actioned
16/04/2010	I/2010/096/MHH	CBC (Beverley Wilson)	Notice of Election posters	Rejected
22/04/2010	I/2010/097/MHH	ENC (Sharn Matthews)	Proposed changes to ENC-PTC by clustering on SCT areas	File
22/04/2010	I/2010/098/MHH	ENC (David Oliver)	Invite to 38 <sup>th</sup> Annual Meeting of ENC on Weds 12 <sup>th</sup> May	File
22/04/2010	I/2010/099/MHH	ENC (Keith Osborne)	Agenda for ENC meeting on Mon 26 <sup>th</sup> April	File
23/04/2010	I/2010/100/MHH	WBC (Marilyn Richardson)	Notice of Poll posters	Actioned
23/04/2010	I/2010/101/MHH	ENC (Robert Austin)	BACS Remittance advice - Precept 2010-2011 (50%)	File
23/04/2010	I/2010/102/MHH	ENC	Reports of Committees April 2010	File
23/04/2010	I/2010/103/MHH	ENC	ENC Standards Board Annual Report	File
30/04/2010	I/2010/104/MHH	CVHA Trustees	Notice of Extra-ordinary meeting to wind-up the charity	File
30/04/2010	I/2010/105/MHH	Information Commissioner	Registration certificate	File
08/05/2010	I/2010/106/MHH	Came & Co	Insurance renewal policy & invoice	Actioned
08/05/2010	I/2010/107/MHH	NCC (Sara Wilson)	"You Choose" cuts campaign poster	Actioned
08/05/2010	I/2010/108/MHH	Local Food (Janet Lambert)	Confirmation of receipt of application	File
08/05/2010	I/2010/109/MHH	C&CD	Clerks & Councils Direct May 2010 Issue 69	Circulated
08/05/2010	I/2010/110/MHH	ENC Planning	Request for input to Scoping Opinion for EIA for 160,000 bird unit	Actioned
08/05/2010	I/2010/111/MHH	ENC (Keith Osborne)	Agenda for ENC Annual Meeting on Weds 12 <sup>th</sup> May	File
10/05/2010	I/2010/112/MHH	NACRE	Bitesize grant payment	Actioned

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
<b>2010</b>						
08/03/2010	O/2010/027/MHH	Parish Cllrs	Minutes 1003	Delivered		
09/03/2010	O/2010/031/MHH	E-On Energy Services	Payment of invoice	Posted	1003.5.1	I/2010/036/MHH
09/03/2010	O/2010/032/MHH	ENC Planning	Response to application	Posted	1003.4.1	I/2010/040/MHH
09/03/2010	O/2010/033/MHH	ENC (Sharn Matthews)	Updated Register of Interest form for Cllr Dale	Posted	1003.13	
15/03/2010	O/2010/034/MHH	Beds BC (Ronald McKay)	Response to consultation	Posted		I/2010/058/MHH
15/03/2010	O/2010/035/MHH	E-On Energy Services	Payment of invoice	Posted	SO83	I/2010/061/MHH
03/04/2010	O/2010/036/MHH	Parish	April - May Newsletter	Delivered		
02/04/2010	O/2010/037/MHH	Local Food	Grant application (hardcopy of e-application)	Posted	0907.6.8	
03/04/2010	O/2010/038/MHH	NACRE (Beth Mine)	Acceptance of Bitesize grant condition	Posted	1003.6.10	I/2010/077/MHH
06/04/2010	O/2010/039/MHH	Parish Cllrs	Agenda EPA10	Delivered		
03/04/2010	O/2010/040/MHH	Jim Hill FCA	Appointment as Independent Internal Auditor	Posted	1003.7	
06/04/2010	O/2010/041/MHH	Parish Cllrs	Agenda 1004	Delivered		
06/04/2010	O/2010/042/MHH	PPS (Al Morrow)	Community Contributions	Posted		I/2010/064/MHH
11/04/2010	O/2010/043/MHH	Parish Cllrs	Minutes EPA10	Delivered		
13/04/2010	O/2010/044/MHH	Information Commissioner	Data registration	Posted	1004.6.1	
11/04/2010	O/2010/045/MHH	Parish Cllrs	Minutes 1004	Delivered		
17/04/2010	O/2010/046/MHH	NCALC	Payment of invoice	Posted	1004.6.1	I/2010/084/MHH
18/04/2010	O/2010/047/MHH	NALH	Payment of invoice	Posted	1004.6.1	I/2010/078/MHH
21/04/2010	O/2010/048/MHH	Local Food	Hardcopy of supporting documents	Posted	0907.6.8	
22/04/2010	O/2010/049/MHH	Parish	Agenda APA10	Delivered		
14/05/2010	O/2010/050/MHH	ENC Planning	Response to CRE application	Posted	1004.5.1-2	I/2010/081/MHH
25/04/2010	O/2010/051/MHH	3 Disbrowe Court	Licence agreement with Stuart Carr	Delivered		
25/04/2010	O/2010/052/MHH	4 Disbrowe Court	Licence agreement with Stuart Carr	Delivered		
25/04/2010	O/2010/053/MHH	5 Disbrowe Court	Licence agreement with Stuart Carr	Delivered		
05/05/2010	O/2010/054/MHH	WPG (Chris Wheatcroft)	Agreement to change of site & street names	Posted	1005.7.2	
06/05/2010	O/2010/055/MHH	Parish Cllrs	Agenda 1005	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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
06/04/2010	Orange - ISP broadband									£17.99
09/04/2010	PPS - response to Community Funding	2	39			1	2			
12/04/2010	Equality policy	1					7			
13/04/2010	Pre-minutes for Clerk & Chair	6								
13/04/2010	Draft end of year accounts	4					28			
16/04/2010	Information Commissioner - registration	6	39		1		6			
16/04/2010	NALH subscription	1	39	1			1			
18/04/2010	Northants CALC subscription	1	39	1			1			
21/04/2010	Minutes EPA10 - 3 P.Cllrs & file	2					6			
21/04/2010	Minutes 1004 - 3 P.Cllrs & File	7			3		21			
22/04/2010	Local Food - further documents	5	39		1		1			
25/04/2010	Disbrowe Courts - Licence draft	2								
01/05/2010	Agenda APA10									
05/05/2010	WPG - site & road name changes	1	39	1			1			
05/05/2010	Came & Co - insurance documents	6								
06/05/2010	Agenda 1005 - 7 P.Cllrs & File	5		7			35			
<b>TOTALS</b>		£2.94	£2.34	£0.60	£0.35	£0.10	£6.54	£0.00	£0.00	£17.99

**TOTAL VALUE = £30.86**