



Minutes of an ordinary meeting of the Parish Council

10th June 2019

Meeting Number 1906

Present: - Councillors: Cllr R.G.Daniells (Chair)
Cllr A.K.Seaman (Vice-Chair)
Cllr J.Harwood
Clerk: Mr. M.H.Hunter
Public: Three members of the public.

1 To receive Apologies for Absence.

Cllrs Hill (work) and Pentelow (prior engagement), D.Cllrs Pentland (work) and Whiting (ENC meeting), and C.Cllr Smithers (prior engagement). The meeting agreed to accept these apologies.

2 To receive Declarations of Interest and requests for Dispensation Grants.

Cllr Seaman declared a DPI for item 10.1 (neighbouring property).

3 Co-option of a Councillor.

Cllr Daniells advised there were three eligible applicants and their candidate statements had been circulated with the agenda.

As there were only three Cllrs present, the meeting agreed to defer this item to the next meeting.

4 To appoint a Parish Path Warden.

The role of Path Warden had been held over from the last meeting.

Cllr Daniells advised that Mr Ray Dyer had volunteered to take on the role, as he walked the ROWs on a daily basis.

The meeting resolved to appoint Mr Ray Dyer as the Parish Path Warden.

Proposed: Cllr Daniells Seconded: Cllr Harwood Decision: Unanimous

5 To allow members of the public to speak on any agenda item.

None.

6 To approve the Minutes of the Previous Meeting.

The minutes of the Annual Meeting of the Parish Council **1905 – 13th May 2019** had been circulated.

The meeting resolved to approve the minutes of meeting **1905** with no amendments.

Proposed: Cllr Seaman Seconded: Cllr Daniells Decision: Unanimous

7 To receive reports from the District and County Councillors.

No reports.

8 To be notified of any Executive Actions since the last meeting.

The Clerk advised that he had requested approval for responses to the proposed path to the Church in Caldecott Road and to the Environment Agency Upper Higham Lane consultation. Additionally, he



had consulted with Cllr Pentelow (as Tree Warden) regarding tree works, and these had been agreed. The meeting noted the actions.

9 To receive the Chair's Announcements.

Cllr Daniells advised that the proposed move to Unitary Councils had been confirmed by the Rt Hon James Brokenshire MP, albeit moved back to April 2021. The provisional plans would see the new North Northamptonshire Council have 78 Councillors, with 3 Councillors in each of the 26 wards.

For Higham Ferrers, Chelveston-cum-Caldecott and Newton Bromswold, this could mean the current 5 Councillors (1 County and 4 District) being reduced to 3. These will be elected in May 2020 to the "shadow authority" and become the new Unitary Councillors on vesting day, when the former Councils cease.

A request had been received from Rushden TC to allow their Mayor, Consort and civic dignitaries to wear their chains within the parish to attend a charity golf tournament in September, and this had been granted.

10 To be consulted on Planning and Licensing matters.

10.1 Update on previous applications.

Cllr Seaman did not take part in this item

The two storey rear extension and conversion of first floor of detached garage to habitable room with two new dormer windows and installation of heat pump at *Eastview*, Raunds Road, had received objections regarding noise nuisance from the heat pump and the lack of information on the front facing Velux windows. These had since been withdrawn and the meeting reviewed the revised drawing.

The meeting considered the revised application, but as no longer quorate, a decision would be deferred until the other Cllrs had responded.

Cllr Seaman took part in the rest of this item.

The proposed path at the Church in Caldecott Road had been withdrawn following objections from the ENC Conservation Officer.

The 6 chicken sheds in Newton Bromswold parish have not yet been determined.

Upper Higham Lane Plastic to Fuel recovery facility - the Environment Agency (EA) public consultation on the draft permit ended on 6th June.

Mrs Kaye Pentland spoke regarding the consultation and advised that the EA was likely to grant the permit next week. Some of the Residents Against Inappropriate Development (RAID) comments related to the Australian pilot plant and the EA had advised they did not have a remit to examine overseas facilities. The storage of fuels was not considered to be a major fire issue. Going forward, Tim Lowe (an EA Regulatory Officer) is likely to be involved.

The Asset of Community Value (ACV) listing on the *Star & Garter* and adjacent field had been removed by ENC following an appeal by the owners. Subject to identification of the issue(s) causing de-listing and the availability of evidence to show community use, the meeting agreed to re-nominate the *Star & Garter* and adjacent field for listing as an ACV.

The meeting resolved to re-nominate the *Star & Garter* and adjacent field for listing as an ACV, subject to such evidence as required.

Proposed: Cllr Seaman

Seconded: Cllr Harwood

Decision: Unanimous

Cllr Harwood had attended a High Hayden Garden Community project (part of the Rushden East SUE) consultation event, and the plans were now available in the web. The proposed vehicle access links were onto the A6 bypass, not the Upper Higham Lane.



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11 To approve Financial Transactions.

11.1 The invoices listed below were due for payment.

The meeting resolved to approve these payments, and authorised the cheques to be signed.

Proposed: Cllr Daniells

Seconded: Cllr Seaman

Decision: Unanimous

11.2 The Clerk advised no expenses this month.

11.3 The bank statements for the month of May have not yet been received and reconciled. The Clerk advised he had terminated the free trial of the EasyPC software.

Opening Balance for the meeting £24,416.02

Receipts since last meeting

Number	Sender	Description	Method	Amount
Total Receipts this meeting				<u>£Nil</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2019.19	ENC	Green Waste Bin service	001390	£55.00
2019.20	Aylesbury Mains Ltd	Repair Lamp 15	001391	£78.60
2019.21	Creatifica Associates Ltd	Mower repair and service	001392	£281.65
2019.22	Kathy Ayre Book Keeping	Internal Audit	001393	£58.00
2019.23	Creatifica Associates Ltd	Grass cutting (May 19)	001394	£400.00
2019.24	Colemans of Higham Ferrers	Printing & Stationery (May 19)	001395	£28.48
Total Expenditure this meeting				<u>£901.73</u>

Closing Balance for this meeting £23,514.29

12 To receive reports on Standing Items and Projects.

12.1 Highways Issues.

The Northants Highways "Fix my Street" service reports were viewed. The broken BT duct on the Raunds Road had finally been repaired. The incorrect base map, due to be corrected in May, has not been, so this report has been re-opened.

Active tasks – 17.

12.2 Grounds Maintenance

The Parish Lengthsman had undertaken grass cuts. The first mower had been repaired again (pulley and belt replacement) and the second mower had reached 100hrs and had an oil change.

The contractor had replaced some of his PPE (safety boots & gloves), which is not rechargeable to the Council.

In his role as "Fibre Champion" he had made contact with Gigaclear's contractors to make sure the verge reinstatements were up to standard, as well as identifying properties that were not on their connection plans.

Cllr Harwood had taken video images of the High Street showing the poor reinstatement and Adrian Dale had provided a detailed list of the faults as agreed with the contractors. Representatives from Gigaclear are due to visit on Wednesday 12th June.



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12.3 Street Lighting.

The Clerk advised that lamp 15 (by 8 Sawyers Crescent) had been repaired.

WPD had made the supply connection to lamp 60 (Kimbolton Road layby), and it is now awaiting testing and labelling.

12.4 Ditches.

Cllr Daniells advised all were flowing freely.

12.5 E-Government.

The meeting reviewed the Council's twitter feed since the last meeting.

12.6 Rights of Way.

The Northants Highways "Fix my Street" service reports were viewed.

A Chelveston resident had highlighted vegetation problems with F/P MM16 and B/W MM17 where they cross the CRE Park.

Active tasks – 3.

12.7 Trees.

In the absence of Cllr Pentelow, the Clerk advised the Parish Lengthsman had been tasked to cut back the basal growth on the tree at the junction of High Street and Water Lane.

12.8 Community Safety.

Cllr Harwood advised the [police crime map](#) shows two incidents for April 2019.

Fly tipping reported included children's toys on the Bidwell Lane.

A Caldecott resident had done a voluntary litter pick from Higham Road to Moulton College (Higham Ferrers parish), with 4 sacks of rubbish collected. HFTC had been requested to provide a litter bin near the college layby.

Cllr Daniells advised two loads had been fly tipped on the Upper Higham Lane.

Community Heartbeat had provided the Unmetered Supplies Code (USC) for the defibrillator cabinets, and accordingly E-On had been asked to advise the annual energy charge for this USC.

12.9 Allotments.

Cllr Seaman advised that the replacement shed parts had been ordered from Asgard, and were due in 3-4 weeks' time.

One plot was in a poor state and the Clerk was asked to send the tenant a "reminder" letter.

12.10 Parish Charities.

- Cllr Seaman, for the Educational Foundation, advised the previous *School House* tenant had moved out, the house had been cleaned and a new short-term tenant has moved in.
- Cllr Harwood, for the Sawyers Charity, advised next meeting in September.
- The Clerk, for the Chelveston Wind Farm Community Benefit Fund Trust, advised that two new Trustees had now joined the Trust. The next meeting would be in October.
- Cllr Daniels, for the Michael and Christine Foulger Charitable Trust, advised there will be a meeting at the end of June.

12.11 Traffic Calming

Cllr Daniells updated the meeting with the before and after speed check results (no change). Cllr Seaman was in favour of repeating the exercise and Cllr Daniells confirmed he had it in hand to request another session (13th – 27th August). He also wanted a police contact for the recorded HGV incursions on the Raunds Road weight limit.



12.12 Events Committee

Cllr Harwood advised the Quiz Night at the Golf Club had been successful (images are on the Council's website) and the venue will be used again. The next event would be a "Mad Hatters Tea Party" in the Village Hall on Saturday 3rd August.

13 To consider and agree the Annual Internal Audit Report for FY18-19.

The meeting reviewed the Internal Auditor's report (no issues).

The meeting resolved to accept the Internal Auditor's report and instructed the Chair and Clerk to sign the accounts accordingly.

Proposed: Cllr Daniells

Seconded: Cllr Seaman

Decision: Unanimous.

14 To consider and agree to the Annual Governance Statement for FY18-19.

Cllr Daniells reminded the meeting that the Council needed to formally review and adopt the Annual Governance Statement. He then went through the governance statements.

The meeting resolved to agree the Annual Governance Statement for the year ending 31st March 2019 and instructed the Chair and Clerk to sign accordingly.

Proposed: Cllr Seaman

Seconded: Cllr Harwood

Decision: Unanimous

15 To consider and agree to the Accounting Statements for FY18-19.

Cllr Daniells reminded the meeting that the Council needed to formally review and adopt the Accounting Statements.

The meeting resolved to agree the Accounting Statements for the year ending 31st March 2019 and instructed the Chair and Clerk to sign accordingly.

Proposed: Cllr Harwood

Seconded: Cllr Seaman

Decision: Unanimous

16 To consider and agree to the Council Action Plan to May 2020.

Cllr Daniells reminded the meeting that the Council needed to formally review and adopt an Action Plan for the next 12 months. The Clerk had drafted a plan with the baseline activities, but it was for the Cllrs to decide what major initiatives they wished to undertake.

After debate, the additional initiatives proposed were – reduction in speeding, formation of the Local Liaison Group (LLG) for the Upper Higham Lane plant, and relisting the ACV for the *Star and Garter*.

The meeting resolved to agree the Action Plan, as amended, and instructed the Chair and Clerk to sign accordingly.

Proposed: Cllr Harwood

Seconded: Cllr Seaman

Decision: Unanimous

17 To consider and agree to adopt a Councillor resignation checklist for Council records (GDPR).

The Clerk advised that Northants CALC had recommended a resignation checklist for retiring or resigning Cllrs, with regarding to the General Data Protection Regulations. This would not apply retrospectively.

The meeting resolved to adopt the Councillor resignation checklist, and instructed the Clerk to act accordingly.

Proposed: Cllr Seaman

Seconded: Cllr Daniells

Decision: Unanimous



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18 To consider and agree to an updated Records Retention Policy (subject to item 17).

The Clerk advised that Northants CALC had recommended an updated Records Retention Policy to include the Councillor resignation checklist adopted in item 17.

The meeting resolved to adopt an updated Records Retention Policy, and instructed the Clerk to act accordingly.

Proposed: Cllr Seaman

Seconded: Cllr Harwood

Decision: Unanimous

19 To consider and agree responses to Consultations.

None.

20 To consider and agree Visits, Training and Courses.

Weds 12th Jun - Northants CALC *North Northamptonshire Local Council Forum* in Saxon Hall, Raunds @ 10:00 – 12:00.

Sat 5th Oct – 72nd *Northants CALC Annual General Meeting* at Moulton Community Centre @ 10:00 to 13:00 (Cllr Harwood & Clerk).

21 To approve the Clerk's Correspondence Logs.

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

Proposed: Cllr Harwood

Seconded: Cllr Seaman

Decision: Unanimous

22 To receive the Clerk and Councillors' Reports.

The Clerk advised that the June – July Newsletter had been issued.

Date of Next Meeting:

Cllr Daniells advised that the next meeting of the Parish Council would be held on Monday 8th July 2019, in the Chelveston Village Hall.

The meeting closed at 8:27 pm.

Issued on 15th June 2019.

Pages 2614 – 2622 signed under seal as true record

Chair of the Parish Council

Chelveston-cum-Caldecott Parish Council
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2019				
13/05/2019	I/2019/060/MHH	Martin Emerson	Notes for Newsletter	Actioned
13/05/2019	I/2019/061/MHH	BHIB Councils Insurance	Risk Assessment Toolkit offer	File
13/05/2019	I/2019/062/MHH	NWB	Bank Statements	File
21/05/2019	I/2019/063/MHH	ENC	Invoice for Green Waste bin	Actioned
21/05/2019	I/2019/064/MHH	Hiscox	Insurance cover certificate	File
24/05/2019	I/2019/065/MHH	Aylesbury Mains Ltd	Invoice for St Lamp 15 repair	Actioned
26/05/2019	I/2019/066/MHH	Creatifica Associates Ltd	Invoice for mower repairs and service	Awaiting
31/05/2019	I/2019/067/MHH	Kathy Ayre Book Keeper	Invoice for internal audit	Awaiting
03/06/2019	I/2019/068/MHH	Creatifica Associates Ltd	Invoice for grass cutting (May 19)	Awaiting
04/06/2019	I/2019/069/MHH	Colemans of Higham Ferrers	Invoice for Stationery / Printing (May 19)	Actioned
04/06/2019	I/2019/070/MHH	Engage Planning	High Hayden Garden Community (Rushden East) consultation event	File
04/06/2019	I/2019/071/MHH	John Henry Group	Gigaclear infrastructure works	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2019						
10/05/2019	O/2019/050/MHH	Parish Councillors	Minutes M1905	Delivered		
15/05/2019	O/2019/051/MHH	Colemans of Higham Ferrers	Payment of invoice	Delivered	M1905.15.1	I/2019/055/MHH
18/05/2019	O/2019/052/MHH	Aylesbury Mains Ltd	Payment of invoice	DRAFT	M1905.15.1	I/2019/049/MHH
18/05/2019	O/2019/053/MHH	Northants CALC	Payment of invoice	Delivered	M1905.15.1	I/2019/048/MHH
18/05/2019	O/2019/054/MHH	Came & Co	Payment of invoice	Delivered	M1905.15.1	I/2019/057/MHH
18/05/2019	O/2019/055/MHH	Chelveston WI	Grant award	Delivered	M1905.15.2	
01/06/2019	O/2019/056/MHH	Parish	Newsletter (Jun - Jul 2019)	Delivered		
01/06/2019	O/2019/057/MHH	Parish Councillors	Co-option candidate statements	Delivered	M1906.3	
03/06/2019	O/2019/058/MHH	Parish Councillors	Agenda A1906	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2019/2020

Transact. Number	Date	Document Number	Payee/Sender	VAT Number	Description	Chq. No.	Sheet No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2019.04	10/04/2019	I/2019/042/MHH	AVPartsmaster	835 4881 01	Wireless projection system	Card	320	-£991.99	-£198.40	-£1,190.39	£25,238.51	Misc. Expenses	M1904.16	
2019.05	23/04/2019	I/2019/051/MHH	Chelveston Village Hall		Use of wireless projection system		320	£496.00	£0.00	£496.00	£25,734.51	Misc. Receipts		
2019.06	30/04/2019	I/2019/062/MHH	NWB		Bank Interest (April)	Bank	R227	£4.57	£0.00	£4.57	£25,739.08	Interest		
2019.07	30/04/2019	I/2019/050/MHH	ENC		Precept [50%]	BACS	320	£5,225.00	£0.00	£5,225.00	£30,964.08	Precept		
2019.08	13/05/2019	I/2019/048/MHH	Northants CALC		Subscription (2019) & DPO		001380	-£309.21	£0.00	-£309.21	£30,654.87	Subscriptions	M1905.15.1	RGD, AKS, MHH
2019.09	13/05/2019	I/2019/049/MHH	Aylesbury Mains Ltd	332 7491 57	Supply & install lamp 60		001381	-£3,210.99	-£642.20	-£3,853.19	£26,801.68	St Lt (New)	M1905.15.1	RGD, AKS, MHH
2019.10	13/05/2019	I/2019/053/MHH	Carr Farmers (Northants) Ltd		Allotment water (Mar 18 - Mar 19)		001382	-£79.89	£0.00	-£79.89	£26,721.79	Allot costs	M1905.15.1	RGD, AKS, MHH
2019.11	13/05/2019	I/2019/054/MHH	Colemans of Higham Ferrers	294 2920 39	Printing & Stationery (Apr 19)		001383	-£18.75	-£3.74	-£22.49	£26,699.30	Stationery	M1905.15.1	RGD, AKS, MHH
2019.12	13/05/2019	I/2019/055/MHH	Creatifica Associates Ltd		Grass cutting (Apr 19)		001384	-£400.00	£0.00	-£400.00	£26,299.30	Grass Cutting	M1905.15.1	RGD, AKS, MHH
2019.13	13/05/2019	I/2019/058/MHH	Creatifica Associates Ltd	289 8310 13	Second mower		001385	-£812.50	-£162.50	-£975.00	£25,324.30	Equipment	M1905.15.1	RGD, AKS, MHH
2019.14	13/05/2019	I/2019/059/MHH	Creatifica Associates Ltd	289 8310 13	Mower repair		001386	-£200.61	-£40.12	-£240.73	£25,083.57	Equipment	M1905.15.1	RGD, AKS, MHH
2019.15	13/05/2019	I/2019/057/MHH	Came & Company Ltd		Insurance Renewal (2019)		001387	-£612.56	£0.00	-£612.56	£24,471.01	Insurance	M1905.15.1	RGD, AKS, MHH
2019.16	13/05/2019	O/2019/055/MHH	Chelveston WI		Grant for APA refreshments		001388	-£30.00	£0.00	-£30.00	£24,441.01	Grants	M1905.15.2	RGD, AKS, MHH
2019.17	13/05/2019	O/2019/050/MHH	M.H.Hunter		Clerk's expenses M1905		001389	-£24.99	£0.00	-£24.99	£24,416.02	Gen. Admin	M1905.15.3	RGD, AKS, MHH
2019.18	30/05/2019		NWB		Bank Interest (May)	Bank			£0.00	£0.00	£24,416.02	Interest		
2019.19	10/06/2019	I/2019/063/MHH	ENC		Green waste service		001390	-£55.00	£0.00	-£55.00	£24,361.02	Ground Works	M1906.11.1	RGD, AKS, MHH
2019.20	10/06/2019	I/2019/065/MHH	Aylesbury Mains Ltd	332 7491 57	St Lamp 15 repair		001391	-£65.50	-£13.10	-£78.60	£24,282.42	St Light Repairs	M1906.11.1	RGD, AKS, MHH
2019.21	10/06/2019	I/2019/066/MHH	Creatifica Associates Ltd		Mower repair and service		001392	-£281.65	£0.00	-£281.65	£24,000.77	Equipment	M1906.11.1	RGD, AKS, MHH
2019.22	10/06/2019	I/2019/067/MHH	Kathy Ayre Book Keeper		Internal Audit		001393	-£58.00	£0.00	-£58.00	£23,942.77	Audit	M1906.11.1	RGD, AKS, MHH
2019.23	10/06/2019	I/2019/068/MHH	Creatifica Associates Ltd		Grass cutting (May 19)		001394	-£400.00	£0.00	-£400.00	£23,542.77	Grass Cutting	M1906.11.1	RGD, AKS, MHH
2019.24	10/06/2019	I/2019/069/MHH	Colemans of Higham Ferrers	294 2920 39	Printing & Stationery (May 19)		001395	-£23.74	-£4.74	-£28.48	£23,514.29	Stationery	M1906.11.1	RGD, AKS, MHH
								Balance C/F		£24,684.03	-£1,169.74	£23,514.29	£23,514.29	

[Database categories are hidden in Column Q]

Cheques ??? not used

Category	Amount	VAT	Total
Brought Forward	£27,554.34	£0.00	£27,554.34
Allotment receipts	£0.00	£0.00	£0.00
Bank interest	£4.57	£0.00	£4.57
Misc. receipts	£496.00	£0.00	£496.00
Play Area receipts	£0.00	£0.00	£0.00
Precept	£5,225.00	£0.00	£5,225.00
VAT refund	£0.00	£0.00	£0.00
305th BG memorial donations	£0.00	£0.00	£0.00
Income	£5,725.57	£0.00	£5,725.57
Allotment costs	-£79.89	£0.00	-£79.89
Allotment works	£0.00	£0.00	£0.00
Audit	-£58.00	£0.00	-£58.00
Clerk's salary	£0.00	£0.00	£0.00
E-Government	£0.00	£0.00	£0.00
Elections	£0.00	£0.00	£0.00
Emergency Planning	£0.00	£0.00	£0.00
Equipment	-£1,294.76	-£202.62	-£1,497.38
Gen. Admin	-£24.99	£0.00	-£24.99
Grants	-£30.00	£0.00	-£30.00
Grass cutting	-£1,200.00	£0.00	-£1,200.00
Ground works	-£150.79	£0.00	-£150.79
Insurance	-£612.56	£0.00	-£612.56
Local Plans / NDP	£0.00	£0.00	£0.00
Misc. expenses	-£991.99	-£198.40	-£1,190.39
Play Area costs	£0.00	£0.00	£0.00
Recreation	£0.00	£0.00	£0.00
Stationery / Printing	-£42.49	-£8.48	-£50.97
St Furniture (new)	£0.00	£0.00	£0.00
St Lighting (Power)	-£524.71	-£104.94	-£629.65
St Lighting (new)	-£3,210.99	-£642.20	-£3,853.19
St Lighting (repairs)	-£65.50	-£13.10	-£78.60
Subscriptions	-£309.21	£0.00	-£309.21
Traffic calming	£0.00	£0.00	£0.00
Training & Conferences	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00
War memorials costs	£0.00	£0.00	£0.00
Expenditure	-£8,595.88	-£1,169.74	-£9,765.62
B/F + Income + Expenditure	£24,684.03	-£1,169.74	£23,514.29

Audit tables	
Brought Forward	£27,554.34
Precept	£5,225.00
Other income	£500.57
Wages	£0.00
Loan interest	£0.00
Other Expenditure	-£9,765.62
Balance	£23,514.29
Bank books	£30,964.08
Assets	£33,857.88
Borrowing	£0.00

Reconciliation (Bank books)	
Current	£200.00
Reserve	£30,764.08
Total	£30,964.08

Restricted Reserves	
Elections (2020)	£1,500.00
Gnds Maint Tools	£0.00
Traffic Calming	£12,750.00
Total	£14,250.00

Unallocated Funds	
Current Balance	£23,514.29
Forecast Income	£17,824.43
Allocated Funds	£25,068.15
Restricted Reserve	£14,250.00
Unallocated	£2,020.57