



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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

10<sup>th</sup> June 2024

#### Meeting Number 2407

**Present: -** Councillors: Cllr A.K.Seaman (Chair)  
Cllr J.Harwood (Vice-chair)  
Cllr A.M.Cuthbert  
Cllr C.R.S.Hill  
Cllr C.C.Parsons  
Cllr M.I.Rixon  
Cllr P.K.Smith

Clerk: Mr. M.H.Hunter

Public and Guests: Two members of the public.

#### **24-28 To receive Apologies for Absence.**

Cllr	Apologies	Accepted
NNC Cllr Jackson	Yes	N/A
NNC Cllr Pentland	Yes	N/A

#### **24-29 To receive Declarations of Interest and requests for Dispensation Grants.**

None.

#### **24-30 To allow members of the public to speak on any agenda item.**

None.

#### **24-31 To approve the Minutes of the Previous Meeting.**

The minutes of the 130<sup>th</sup> Annual Meeting of the Parish Council **M2406 –13<sup>th</sup> May 2024** had been circulated.

**The meeting resolved to** approve the minutes of meeting **M2406**.

#### **24-32 To receive reports from the Unitary Councillors.**

The [report](#) on behalf of all three NNC ward members was noted and the meeting.

#### **24-33 Notification of executive actions by the Clerk (SO26) since the last meeting.**

The Clerk had requested approval for minor works to the 305<sup>th</sup> BG(H) memorial, but two Cllrs had asked for this to be considered by full Council, and so would be deferred to the July meeting.

#### **24-34 To receive the Chair's Announcements.**

Cllr Seaman advised that "since the last meeting, the Prime Minister had called a General Election for Thursday 4<sup>th</sup> July 2024. Whilst this does not directly impact the Council, the pre-election period rules of avoiding any perception of use of public resources to support or oppose any political party apply.

*The next parish newsletter will obviously mention the election, but only to encourage electors to vote, either at the Village Hall polling station or by post. How they vote is up to the individual electors.*

*Later in the meeting we will be looking at forming a new working party focused on improving the village for our residents, considering a major change to how one of our parish charities is governed, progressing the 20 mph zone, and agreeing the action plan for the next 12 months. And all by 9pm!*



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### 24-35 To consider and agree Planning and Licensing matters.

#### a. Update on previous applications.

Previously considered applications not yet determined –

- New enclosed porch to front elevation at *The Cottage*, the Green
- 5G mast on the B645 by the Rushden Golf Club.
- Rushden Sustainable Urban Extension (SUE).
- 6 chicken sheds in Newton Bromswold parish.
- New 2-bedroom dwelling with integral garage and amenity space in the garden of *Haleworth*.
- Conversion and extensions to garage/store into pool house and annex accommodation with new pool, at *Meadowcroft*, Raunds Road

### 24-36 To approve Financial Transactions.

#### a. The invoices listed below were due for payment.

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

**Opening Balance for the meeting** £23,558.07

#### Receipts since last meeting

Number	Sender	Description	Method	Amount
	None			£.00
<b>Total Receipts this meeting</b>				<u>£0.00</u>

#### Payments to be approved since last meeting

Number	Payee	Description	Method	Amount
2024.015	DATS Print Service	Chair poster A2	BACS	£10.20
2024.016	Colemans Oundle	Stationery	BACS	£8.20
2024.017	Mowerman	Grass cutting (May x 3 cuts)	BACS	£1,210.32
2024.018	UTB	Monthly card fee	DD	£3.00
2024.019	Cartridge People	Toner for printer 2	Card	£37.32
2024.020	Cartridge People	Drum for printer 2	Card	£66.90
2024.021	Ray Dyer	Mower cable	BACS	£50.94
<b>Total Payments this meeting</b>				<u>£1,356.99</u>

**Closing Balance for this meeting** £22,201.08

#### b. Cllr Harwood had confirmed that the bank statements for the month of May had been received and reconciled.

#### c. The Clerk confirmed the AGAR submission for year ending 31<sup>st</sup> March 2024 had been sent to the external auditors on 3<sup>rd</sup> June and that the statutory notices were on display until Friday 12<sup>th</sup> July.

### 24-37 To receive reports on Standing Items / Projects List.

**Highways:** Cllr Seaman advised that recent FMS reports include a pothole on the B645/B663 junction (FMS 6018299), and the broken Kimbolton Road sign outside the *White House* (FMS 5818345). Potholes on Bidwell Lane and in Caldecott have been marked for repair.

Cllr Cuthbert reported on the ongoing works at the A6 Bypass roundabout (Higham Ferrers parish).



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**Grounds Maintenance:** Cllr Seaman advised that a Chelveston resident had complained about the Highways cutting of the verge (outside the 30 mph limit) where wild flowers were growing (FMS 5984687). Highways had responded to advise they only avoid designated wildflower areas.

Cllr Smith highlighted issues with the last grass cut, which appears as if the mowers were being driven too quickly. Also failure to strim some non-mower accessible areas. The contractor has apologised and also replaced the blades.

**Street Lighting:** Cllr Seaman advised that a further chaser had been sent to Telent, as nearly 14 months had passed since Lamp 22 was temporarily removed.

**Ditches:** No report.

**E-Government:** The website has been refreshed ahead of the Government Digital Service monitoring of the WCAG 2.2 accessibility criteria starting in October 2024.

The recent website news and X (Twitter) posts were reviewed.

**Rights of Way:** Parish Path Warden had requested to have MM16 & MM17 cut, and this has been done. The paths are clear which is good, as one can now take care when walking the bridleway, avoiding the deep hoof holes. Beds Unitary have also cut opposite MM17, though unusually it is just a single cut, whereas normally it is the full width.

The hoofprint ruts and the overgrown hedges on MM16 on the CRE Park have been reported to CRE.

**Trees:** Cllr Smith advised of complaints regarding trees striking vehicles on Water Lane (B645 end).

Cllr Parsons advised of low hanging trees on the footway between Britten Close and Raunds Road.

**Police Liaison:** Cllr Cuthbert advised that the Crime Map for April 2024 shows two other thefts, one each in Chelveston and Caldecott, and an antisocial behaviour in Chelston Rise.

Cllr Smith advised of a burglary to a farm in Caldecott.

**Allotments:** Cllr Seaman advised the contractor had returned to work following an operation, and work on the 12 replacement sheds was due to restart next week. As the growing season was underway, it would be prudent to inspect the plots.

### **Charites:**

Educational Foundation: Cllr Seaman advised that the Village Hall had been used for 143 hours in May.

Sawyers Charity: Cllr Harwood advised no report.

Wind Farm Trust: Cllr Cuthbert advised no report.

Foulger Trust: Cllr Parsons advised no report.

**Traffic Calming:** Cllr Seaman advised the order had been placed on Northants Highways to move/replace the two SID posts, which were due in the next three weeks.

A traffic monitoring box had been noted in Chelveston.

**Events Team:** Cllr Parsons advised of Sunday 14<sup>th</sup> July, a Table Top sale in the Village Hall paddock (indoors if wet), whilst during 26<sup>th</sup> July – 11<sup>th</sup> August the Green will be decorated to support and reflect success of Team GB.

Sunday 1<sup>st</sup> September the Annual Dog Show in the Village Hall paddock, and on Friday 18<sup>th</sup> October a Quiz with Fish'n'Chip supper at St John's Church.



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**Defibrillators:** Cllr Seaman advised that two bags of peat-free compost for the planter had been purchased, ready for the plants.

**Emergency Planning:** No report.

**NDP Review:** Cllr Seaman advised that they needed to re-arrange the CRE Park visit, then go through the page by page review.

**Environment Team:** Cllr Harwood advised that the team had met and decided on a series of smaller initiatives rather than big events, due to the low turnouts.

**K6 Phone box:** No report.

**20 MPH Zone:** Cllr Seaman advised that, after 5 months, Northants Highways had responded positively with an amendment to the Council's proposed 20 mph zone on the Kimbolton Road.

This would be passed over to the new Village Improvements Working Party to progress the local consultation phase.

### **24-38 To consider and agree the formation of a Village Improvements Working Party and Terms of Reference.**

Cllr Seaman the advised that the Village Improvements Working Party (VIWP) should be "*an informal team or working party set up to assist the Council, and its role is to consider potential ways in which the village could adopt measures which could reduce speeding, reduce traffic volumes and make improvements that would enhance the look and feel of the village*".

Membership is proposed to be Cllrs Rixson and Seaman, plus a number of resident volunteers.

As the VIWP will not be a s111 committee, it will be necessary for the Council, or the Clerk where delegated, to approve any financial commitments.

For budgeting purposes, it was proposed the funds in the Traffic Calming Reserve (£3,842.69) be allocated to the VIWP activities.

**The meeting resolved to agree** to the formation of the Village Improvements Working Party with Cllrs Rixson and Seaman, and to allocate the Traffic Calming reserve as the budget, and instructed the Clerk to act accordingly.

### **24-39 To consider and agree whether the Council should take on the role of Sole Trustee to a parish charity.**

Cllr Seaman reminded the meeting that a [briefing paper](#) on Sole Trustees had been circulated prior to the meeting. The Clerk to the Educational Foundation had provided a [briefing paper](#) on the future governance options for the Foundation.

The Clerk to the Educational Foundation presented the background to the charity, the issues with finding new Trustees, and the potential to change the governance of the charity to the Parish Council as a Sole Trustee.

The meeting debated the proposal, and deferred a decision until the next meeting whilst further information was sought.

**The meeting resolved to agree** to the Council joining Northants ACRE (as an advisory body supporting Village Halls, etc) and seeking confirmation of the VAT implications, and instructed the Clerk to act accordingly.

*It being nearly 9:00 pm, under SO 3(y) the meeting resolved to continue to 9:30 pm.*



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### **24-40 To consider and agree to adopt the Financial Regulations 2024.**

Cllr Seaman reminded the meeting that a [briefing paper](#) had been circulated prior to the meeting.

**The meeting resolved to** adopt the Financial Regulations 2024, and instructed the Clerk to act accordingly.

### **24-41 To consider and agree a change of GDPR lawful basis to be used for processing future Councillor images.**

Cllr Seaman advised that this item had been deferred.

### **24-42 To consider and agree the Council's Action Plan to May 2025.**

Cllr Seaman advised the action plan covers both the Council's "wish list" of future projects, some of which are waiting for funding or third party events, and current on-going tasks.

A [draft](#) of existing actions had been sent out prior to the meeting, but it was for the Council to decide what actions should be added to the list and when funding should be allocated.

**The meeting resolved to** agree the action plan 2024-25, and instructed the Clerk to act accordingly.

### **24-43 To consider and agree responses to consultations.**

None.

### **24-44 To consider and agree Visits, Training and Courses.**

East Northants South LAP meeting on Weds 19<sup>th</sup> June (10:00 – 12:00) at Woodford Community and Sports Club.

Northants CALC "*Off to a Flying Start*" on Thurs 19<sup>th</sup> Sept 2024 (18:30-21:00) for Cllr Rixson (£48).

**The meeting resolved to** agree to booking Cllr Rixson onto the course, and instructed the Clerk to act accordingly.

### **24-45 To receive the Clerk and Councillors' Reports.**

The Clerk advised that the Annual Report Special Edition newsletter had been issued.

The 305<sup>th</sup> AMW, USAF, had attended the annual service on Sunday 26<sup>th</sup> May. A surprise was a flypast by a Boeing KC-46 Pegasus tanker with a triangle "G" marking (denoting the 305<sup>th</sup> BG(H)) on the tail fin. Awaiting notification of the cleaning charges for the use of the Village Hall as their changing area.

Cllr Cuthbert had weeded the 305<sup>th</sup> BG(H) memorial in advance of their visit.

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

Cllr Seaman advised that the next scheduled meeting of the Parish Council would be held at the Village Hall on Monday 8<sup>th</sup> July 2024, starting at 7:30 pm.

The meeting closed at 9:05 pm.

**Issued on 17<sup>th</sup> June 2024**

**Pages 3198– 3204**

Chair of the Parish Council



# Chelveston-cum-Caldecott Parish Council

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### Resolutions List

24-01	Resolved to appoint Cllr Seaman as Chair for 2024-25	Completed
24-04	Resolved to appoint Cllr Harwood as Vice-chair for 2024-25	Completed
24-06	Resolved to approve the minutes of M2405	Completed
24-10	Resolved not to object, but to request a planning condition at <i>Meadowcroft</i>	Completed
24-11	Resolved to approve the payments list	Completed
24-12	Resolved to agree the NDP Monitoring Report 2023-24	Completed
24-14	Resolved to agree the appointments to bodies, charities and roles	Emergency Coordinator pending
24-15	Resolved to re-appoint the three Working Parties for 2024-25	Completed
24-16	Resolved no changes to the Standing Orders, Financial Regulations or Scheme of Delegation to the Clerk.	Completed
24-17	Resolved no changes to arrangements with other bodies for 2024-25	Completed
24-18	Resolved to note the Asset Register and for Cllr Parsons to advise details of the Events Team assets and check if the gazebo is in the secure shed	Cllr Seaman advised gazebo not in secure shed. Awaiting Events Team assets
24-19	Resolved no changes to insurance cover for 2024-25	Completed
24-20	Resolved to note grants made in 2023-24	Completed
24-21	Resolved to agree the AIAR 2023-24	Completed
24-22	Resolved to adopt an Asset Management Policy	Completed
24-23	Resolved to agree to the Annual Governance Statement 2023-24	Audit underway
24-24	Resolved to agree to the Accounting Statements 2023-24	Audit underway
24-31	Resolved to approve the minutes of M2406	Completed
24-32	Resolved to congratulate NNC Cllr Bone on being elected as Vice-Chair of NNC for 2024-25	Completed
24-36	Resolved to approve the payments list	Completed
24-38	Resolved to form a Village Improvement Working Party	Underway
24-39	Resolved to join Northants ACRE and seek confirmation of VAT implications of Sole Trustee	Underway
24-40	Resolved to adopt the Financial Regulations 2024	Completed
24-42	Resolved to adopt the Council Action Plan to May 2025	Completed
24-44	Resolved to book Cllr Rixson on an induction training course in September	Course booked, awaiting attendance



# Chelveston-cum-Caldecott Parish Council

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6 June 2024 (2024-2025)

### Chelveston-cum-Caldecott Parish Council DRAFTPAYMENTS LIST

Voucher	Cheque	Name	Description	Amount
12	2024.15	DATS Print Services Ltd <i>A2 Chair list for 2024-25</i>	Printing	10.20
13	2024.16	Colemans Oundle <i>Book of 8 stamps</i>	Stationery	10.80
14	2024.17	Mowerman Grounds Maintenance <i>Grass cutting May (3 cuts)</i>	Grass cutting	1,210.32
15	2024.18	Lloyds Bank (multipay card) <i>Monthly card fees</i>	Card fees	3.00
16	2024.19	The Cartridge People <i>Toner for Printer 2</i>	Consumables	37.32
17	2024.20	The Cartridge People <i>Drum for Printer 2</i>	Consumables	66.90
18	2024.21	Ray Dyer <i>Replacement mower clutch cable</i>	Replacement parts	18.45
<b>TOTAL</b>				<b>1,356.99</b>

### Chelveston-cum-Caldecott Parish Council BANK ACCOUNTS

Unity Trust Bank - Current Account	£1,201.08
Unity Trust Bank - Savings Account	£21,000.00
<b>Total in Banks</b>	<b>22,201.08</b>
<b>Cash</b>	
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£22,201.08</b>