



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

12th August 2024

Meeting Number 2409

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

Clerk: Mr. M.H.Hunter

Public and Guests: One member of the public.

24-63 To receive Apologies for Absence.

Cllr	Apologies	Accepted
Cllr Cuthbert	Yes	Yes
Cllr Smith	Yes	Yes
NNC Cllr Bone	No	N/A
NNC Cllr Jackson	Yes	N/A
NNC Cllr Pentland	Yes	N/A

24-64 To receive Declarations of Interest and requests for Dispensation Grants.

None.

24-65 To allow members of the public to speak on any agenda item.

A resident spoke on item 24-69 in response to questions.

24-66 Notification of executive actions by the Clerk (SO26) since the last meeting.

The Clerk had requested approval to pay the contractor for the demolition and disposal of 12 allotment sheds and the erection of their replacements, and to subsequently pay the contractor a compensation payment (part funded by the shed provider) for delays, and these had been agreed.

24-67 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 £20,403.26

Receipts since last meeting

Number	Sender	Description	Method	Amount
2024.037	Windfarm Trust	Grant award	BACS	£650.00
Total Receipts this meeting				<u>£650.00</u>

Payments to be approved since last meeting

Number	Payee	Description	Method	Amount
2024.032	Alastair Mead	Demolish, dispose & replace 12 shed	BACS	£3,873.00
2024.023	C&R Lighting	Lamp access key	Card	£18.98



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2024.034	Alastair Mead	Compensation payment	BACS	£200.00
2024.035	SLCC Enterprises	National Conference	BACS	£521.00
2024.036	Mowerman	Grass cutting (July x5 cuts)	BACS	£2,017.20
2024.038	UTB	Monthly card fee	DD	£3.00
Total Payments this meeting				£6,633.18
Closing Balance for this meeting				£14,420.08

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

24-68 To consider and agree the Chelveston 20 mph request to Northants Highways, as supported by the recent parish consultation.

Cllr Seaman reminded the meeting that a [briefing paper](#) had been circulated prior to the meeting. The meeting noted the results of the consultation, and the various reasons for those objecting. If the 20 mph was implemented, the next stage would be to undertake further work in Water Lane.

The meeting resolved to agree the Chelveston 20 mph request, and instructed the Clerk to act accordingly.

24-69 To consider and agree to the Parish Council becoming the Sole Trustee of the Educational Foundation of Abigail Bailey and Ann Levett.

Cllr Seaman made an opening statement on the Educational Foundation (EF), and the Clerk guided the meeting through the issues to be considered.

The meeting agreed there was a continued need for the Village Hall and paddock for local events. It was acknowledged there would be an increased workload for the Cllrs in the first instance. Whilst the Council as Sole Trustee would be a short term fix for governance due to lack of suitable EF Trustees, the issue of volunteers and liabilities would remain under this model.

Therefore the EF should move to incorporated status as a Charitable Incorporated Organisation (CIO) as favoured by the Charity Commission, to allow it to enter into its own contracts – the “Foundation” model would apply. This would remove the liability issues. It would also mean then that instead of the whole Council being the Sole Trustee, a smaller number of Council appointed Trustee Directors would perform the governance function.

With the lack of volunteers to perform the actual running of the Village Hall, it was inevitable that paid staff would be required, and the funds from the *School House* rental would be needed to underwrite this. Some roles could be redefined / amalgamated and moving to commercial software may simplify some aspects. It was agreed that there are sufficient funds in the EF that it did not need to make a “year 1” surplus whilst new ideas were tried out / developed.

For *School House*, the Letting Agent could take on the maintenance activities (for a fee), as it did for the Foulger Trust, so the new Village Hall Manager would not need to do this.

With regard to the roles of Landlord and Duty Holder, the former would be the Cllr (later Trustee Director) responsible for managing the Letting Agent, and the latter would be the Village Hall Manager (this is analogous to the Clerk being the Duty Holder for the Council’s activities).

In response to a question from a resident, non-Cllrs could not be Trustees during the Sole Trustee phase (as by definition the Council was the Sole Trustee), but non-Cllrs could be appointed as Trustee Directors in the CIO phase if the Council felt they had the right skills, etc.

The meeting resolved to agree to becoming the Sole Trustee of the Educational Foundation if the existing Trustees so desired, and on becoming so, to change the charitable status to CIO at the earliest opportunity and move the volunteer roles to paid roles, and instructed the Clerk to act accordingly.



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24-70 To receive the Clerk and Councillors' Reports.

The Clerk advised that the August – September newsletter publication had been delayed pending the decisions of this meeting.

Cllr Hill confirmed the dates of the Community Speed Watch equipment, to be included in the newsletter.

Cllr Parsons provided flyers for the forthcoming Fun Dog Show, to go out with the newsletters.

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 9th September 2024, starting at 7:30 pm.

The meeting closed at 8:43 pm.

Issued on 19th August 2024

Pages 3212– 3215

Chair of the Parish Council



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Resolutions List

24-14	Resolved to agree the appointments to bodies, charities and roles	Emergency Coordinator pending
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
24-23	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
24-38	Resolved to form a Village Improvement Working Party	Awaiting first meeting
24-44	Resolved to book Cllr Rixson on an induction training course in September	Course booked, awaiting attendance
24-56	Resolved to defer support to the resident request to extend the 30 mph zone in Water Lane	Deferred till after 20 mph approved
24-58	Resolved to agree to installation of a wreath retaining wire	Order placed
24-59	Resolved to agree to the re-painting / re-gilding, subject to funding	All re-gilding clarified, grant for 1 st 50% funding successful
24-61	Resolved to agree to booking the Clerk's attendance at the SLCC National Conference 2024	Course booked, awaiting attendance
24-68	Resolved to agree the Chelveston 20 mph request	New
24-69	Resolved to agree to becoming the Sole Trustee of the Educational Foundation if the existing Trustees so desired, and on becoming so, to change the charitable status to CIO at the earliest opportunity, and move the volunteer roles to paid roles	New



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12 August 2024 (2024-2025)

Chelveston-cum-Caldecott Parish Council DRAFTPAYMENTS LIST 28 TO 0

Voucher	Cheque	Name	Description	Amount
28	2024.32	Alastair Mead	Allotment shed replacement <i>Demolition and disposal, and erecting new 12 sheds</i>	3,873.00
29	2024.33	C&R Outdoor Lighting Ltd	Replacement parts <i>St Lt column access key (for SID power)</i>	18.98
30	2024.34	Alastair Mead	Allotment shed replacement <i>Compensation payment for lost income due to delivery delays (part funded by Elbec Sheds)</i>	200.00
31	2024.35	SLCC Enterprises Ltd	Conferences <i>SLCC National Conference 2024</i>	521.00
32	2024.36	Mowerman Grounds Maintenance	Grass cutting <i>Grass cutting July (5 cuts)</i>	2,017.20
33	2024.38	Lloyds Bank (multipay card)	Card fees <i>Monthly card fees</i>	3.00
TOTAL				6,633.18

Chelveston-cum-Caldecott Parish Council BANK ACCOUNTS

Unity Trust Bank - Current Account	£420.08
Unity Trust Bank - Savings Account	£14,000.00
Total in Banks	14,420.08
Cash	
GRAND TOTAL (Banks and Cash)	£14,420.08