



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

9th September 2024

Meeting Number 2410

Present: - Councillors: Cllr A.K.Seaman (Chair)
Cllr J.Harwood (Vice-chair)
Cllr A.M.Cuthbert
Cllr M.I.Rixon
Cllr P.K.Smith

Clerk: Mr. M.H.Hunter

Public and Guests: No members of the public.

24-71 To receive Apologies for Absence.

Cllr	Apologies	Accepted
Cllr Hill	Yes	Yes
Cllr Parsons	Yes	Yes
NNC Cllr Bone	Yes	N/A
NNC Cllr Jackson	Yes	N/A
NNC Cllr Pentland	No	N/A

24-72 To receive Declarations of Interest and requests for Dispensation Grants.

None.

24-73 To allow members of the public to speak on any agenda item.

None.

24-74 To approve the Minutes of the Previous Meetings.

The minutes of the meetings of the Parish Council **M2408 – 8th July 2024** and **M2409 – 12th August 2024** had been circulated.

The meeting resolved to approve the minutes of meetings **M2408** and **M2409**.

24-75 To receive reports from the Unitary Councillors.

No report.

24-76 Notification of executive actions by the Clerk (SO26) since the last meeting.

The Clerk had requested approval to respond to a planning application (Raunds Road), and to pay the invoice for Northants ACRE's model village hall CIO constitution, and these had been agreed.

24-77 To receive the Chair's Announcements.

Cllr Seaman advised that *“I am pleased to report the SID Solar project was completed in August, in part due to grant funding from the Office of the Police, Fire and Crime Commissioner. Since the Trustee decision at the last meeting, events are moving forward to create a successor incorporated charity to the Educational Foundation, and later this evening we will appoint the initial Trustees.*

I am also pleased to report that the amended timetable for the Shire Community Transport route 94 (not to be confused with the Stagecoach route 94) now includes a Monday – Friday twice daily service from Chelveston to Rushden Lakes. The Clerk has asked NNC for some bus stop signs!



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24-78 To consider and agree Planning and Licensing matters.

a. Determined

- None.

b. 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*.
- Two storey side extension at *Littleacre*, Raunds Road – no objection, hours of work limit condition requested for neighbour amenity.

24-79 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 **£14,420.08**

Receipts since last meeting

Number	Sender	Description	Method	Amount
2024.039	Elbec sheds	Compensation payment	BACS	£50.00
2024.041	Educational Foundation	Cross charge payment	BACS	£28.00
Total Receipts this meeting				£78.00

Payments to be approved since last meeting

Number	Payee	Description	Method	Amount
2024.040	Northants ACRE	Model CIO constitution	BACS	£33.60
2024.042	PKF Littlejohn	External Audit	BACS	£252.00
2024.043	TWM Traffic Control Systems	SID Solar works	BACS	£3,360.34
2024.044	Mowerman	Grass cutting (Aug x 2 cuts)	BACS	£806.88
2024.045	Livedrive	Cloud backup service	Card	£60.00
2024.046	UTB	Monthly card fee	DD	£3.00
Total Payments this meeting				£4,515.82

Closing Balance for this meeting **£9,982.26**

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

24-80 To receive reports on Standing Items / Projects List.

Highways: Cllr Seaman advised that the vegetation blocking the footbridges on Bidwell Lane (FMS 6413589) and Water Lane (FMS 6413608) had been reported.

Cllr Seaman noted the pothole on the Green (FMS 6018299) was getting bigger. Cllr Cuthbert noted the ditch works had been done on the B645 approach to the A6 roundabout (FMS 5765529).



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Grounds Maintenance: No report.

Street Lighting: Following an ultimatum from the Council that Lamp 22 would be replaced unless the works were completed or a firm date was supplied by 30th September, the Openreach contractor Telent has confirmed the pole has been retested and good for another two years. The Council has therefore requested its contractor, Webheath services, replace Lamp 22 and ensure the light shield is fitted to avoid issues for the neighbouring property in Water Lane.

nBS has advised of changes to the Unmetered Supplies (UMS) settlement regime nationally (known as P434), which will focus on modernising all Non-Half Hourly (NHH) UMS Metering Systems to settle on a Half-Hourly (HH) basis. Our existing NHH supply will migrate to a HH supply between 23rd September 2024 and 31st March 2025. What the actual billing impact will be is not yet known.

Ditches: Cllr Harwood advised the Water Lane ford was blocked with debris.

E-Government: The recent website news and X (Twitter) posts were reviewed.

Rights of Way: The Parish Path Warden advised that all walked footpaths are in reasonable condition underfoot, however the side bushes on bridleway MM17 continue to grow out into the walking area. A further reminder has been sent to CRE.

Trees: No report.

Police Liaison: Cllr Cuthbert advised that the Crime Map for July 2024 shows an “other theft” and a violence and sexual offence in Chelveston, plus two antisocial behaviours and a burglary in Chelston Rise.

A Caldecott resident had reported that the bench in Caldecott Road had been “tagged” (graffiti). This has now been removed.

Allotments: No report.

Charites:

Educational Foundation: Cllr Seaman advised that the Village Hall had been used for 26 hours in August, down from the same period in 2023, in part due to being closed for two weeks for the ceiling works. The EF clerk had confirmed there would be no charge for cleaning after the fun dog show.

Cllr Seaman advised the meeting that the Council had been voted on as a “Corporate Trustee” and that a new Village Hall Manager had been employed part-time, thus avoiding the Village Hall having to close in September. The proposed CIO would be covered later in the meeting.

Sawyers Charity: Cllr Harwood advised no meeting.

Wind Farm Trust: Cllr Cuthbert advised no meeting.

Foulger Trust: The Clerk, on behalf of Cllr Parsons, advised no meeting.

Traffic Calming: On behalf of Cllr Hill, Cllr Seaman advised that “*there is a shortage of volunteers and it has been difficult with the availability of current volunteers to carry out any speed checks. I am hoping to get some sessions in by Sat 14th September when the equipment is to be collected*”.

The Clerk advised the mains powered SID in Caldecott had been added to the UMS certificate.

A traffic survey from Higham Road for 7 days in July showed 43% of traffic exceeding the 35 mph prosecution threshold. The 85th percentile speed varied from HGVs (33 mph) to motorbikes (41 mph).



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Events Team: Cllr Harwood advised that the extra advertising had resulted in the biggest attendance at the Annual Fun Dog Show to-date on Sun 1st Sept.

The Events team would help out with the MacMillan Cancer Support event at St John's church on Tues 17th Sept from 1 – 4 pm.

Tickets were now available for the quiz with Fish'n'Chip supper at St John's church on Fri 18th Oct.

Defibrillators: No report.

Emergency Planning: No report.

NDP Review: Cllr Seaman advised that the site visit to the CRE Park was no longer required.

Environment Team: Cllr Harwood advised that the guided tour of the Strawberry Hill site (Knotting Green) at the end of August was a success, and they hope to organise another evening tour soon.

Village Improvement Working Party: Cllr Rixson advised the first meeting of the VIWP would be on Weds 18th Sept.

24-81 To consider and agree to the external auditor's report.

Cllr Seaman reminded the meeting the external audit report from PKF Littlejohn LLP had been received with no matters arising. The Council now needed to formally accept the findings.

The meeting resolved to agree to the external auditors report, and instructed the Clerk to act accordingly.

24-82 To consider and agree the annual review of policies.

Cllr Seaman advised a [briefing paper](#) had been sent out prior to the meeting. The Clerk had suggested two policies (Community Engagement and Social Media) needed updating.

The meeting resolved to agree to the updates to the Community Engagement Policy and the Social Media Policy as part of the annual review, and instructed the Clerk to act accordingly.

24-83 To consider and agree the purchase of name badges.

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

The meeting resolved to agree to the purchase of name badges for all Cllrs in layout two format, and instructed the Clerk to act accordingly.

24-84 To consider and agree to purchase a Parish Council mobile App.

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

Cllr Cuthbert asked what the uptake was for the Raunds TC App.

The meeting resolved to defer the purchase of a Parish Council App until the January 2025 meeting, and instructed the Clerk to act accordingly.

24-85 To consider and agree the appointment of the initial Trustee Directors of a new Charitable Incorporated Organisation (CIO) to replace the Educational Foundation charity.

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

The meeting resolved to agree to the appointment of Cllrs Cuthbert, Parsons, Seaman and Smith and the Clerk as the initial Trustees of the new CIO, and instructed the Clerk to act accordingly.



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24-86 To consider and agree to authorise the Clerk to act on behalf of the Council during the transitional arrangements for the Educational Foundation charity.

As reported earlier by Cllr Seaman, the Educational Foundation Trustees had voted to add the Council as a "Corporate Trustee" to the existing charity, whilst the new CIO was set up.

The Council had delegated to the Clerk to take such actions as were required to set up the Council as the "Sole Trustee" and to create the new CIO under resolution 24-69. However, by a narrow interpretation of the delegation, this did not cover the present transitional arrangements with the Council as a "Corporate Trustee". Therefore the Clerk requested authorisation to cover the transitional arrangements.

The meeting resolved to agree to the Clerk acting on behalf of the Council during the transitional arrangements for the Educational Foundation, and instructed the Clerk to act accordingly.

24-87 To consider and agree responses to consultations.

NNC *Polling District and Polling Place review 2024* [Due 25th October 2024].

The meeting resolved to respond highlighting the benefits of the Village Hall as the Polling Station.

24-88 To consider and agree Visits, Training and Courses.

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

Scribe "*Scribefest 2024*" on Thurs 26th Sept 2024 (9:30 – 16:00) online – the Clerk (free).

Northants CALC *77th Annual Conference* on Sat 5th Oct 2024 (10:00 – 13:00) at Moulton Community Centre – Cllr Harwood & the Clerk (free).

The meeting resolved to agree to Cllr Harwood and the Clerk's attendance at the Northants CALC Annual Conference 2024, and instructed the Clerk to act accordingly.

SLCC "*50th National Conference*" on Tues 8th & Weds 9th Oct 2024 at the Leonardo Hotel, Hinckley Island, Leics. for the Clerk (£485 less FSLCC discount). The SLCC is funding the overnight accommodation for the National Forum representatives for the night of Mon 7th Oct.

24-89 To receive the Clerk and Councillors' Reports.

The Clerk advised that the August - September newsletter had been issued.

Cllr Rixson confirmed the planting in the trough outside the *Star & Garter* was being watered regularly and the flower display was still pleasant to look at.

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 14th October 2024, starting at 7:30 pm.

The meeting closed at 8:26 pm.

Issued on 15th September 2024

Pages 3216– 3222

Chair of the Parish Council



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Resolutions Progress 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	Completed
24-24	Resolved to agree to the Accounting Statements 2023-24	Completed
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
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 50% funding submitted
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	Request made to Northants Highways
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.	EF notified. Added as a corporate trustee. CIO being created.
24-81	Resolved to agree the external auditors report.	NEW
24-82	Resolved to agree the updates to the Community Engagement Policy and the Social Media Policy, as part of the annual review.	NEW
24-83	Resolved to agree the purchase of name badges for all Cllrs in layout two format.	NEW
24-84	Resolved to defer the purchase of a Parish Council App until the January 2025 meeting.	Deferred
24-85	Resolved to agree the appointment of Cllrs Cuthbert, Parsons, Seaman and Smith, and the Clerk as the initial Trustees of the new CIO.	NEW
24-86	Resolved to agree to the Clerk acting on behalf of the Council during the transitional arrangements for the Educational Foundation.	NEW
24-87	Resolved to respond highlighting the benefits of the Village Hall as the Polling Station	NEW
24-88	Resolved to agree to Cllr Harwood and the Clerk's attendance at the Northants CALC Annual Conference 2024	NEW



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16 September 2024 (2024-2025)

Chelveston-cum-Caldecott Parish Council DRAFTPAYMENTS LIST 34 TO 0

Voucher	Cheque	Name	Description	Amount
34	2024.40	Northants ACRE	Legal documents	33.60
		<i>Northants ACRE model CIO document (offset by donation from the EF).</i>		
35	2024.42	PKF Littlejohn LLP	Audit	252.00
		<i>External audit fee for FY23-24.</i>		
36	2024.43	TWM Traffic Control Systems Ltd	Traffic Calming	3,360.34
		<i>SID Solar conversion (x2) and mains conversion (x1)</i>		
37	2024.44	Mowerman Grounds Maintenance	Grass cutting	806.88
		<i>Grass cutting August (x2 cuts)</i>		
38	2024.45	Livedrive Internet	Cloud backup	60.00
		<i>Cloud backup service</i>		
39	2024.46	Lloyds Bank (multipay card)	Card fees	3.00
		<i>Card fees</i>		
			TOTAL	4,515.82

9 September 2024 (2024-2025)

Chelveston-cum-Caldecott Parish Council BANK ACCOUNTS

Unity Trust Bank - Current Account	£982.26
Unity Trust Bank - Savings Account	£9,000.00
Total in Banks	9,982.26
Cash	
GRAND TOTAL (Banks and Cash)	£9,982.26