

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### Minutes of the Ordinary Parish Council Meeting

11<sup>th</sup> March 2002

#### Meeting Number 0202

Minutes of the **Ordinary Meeting** of the Parish Council held at **7:30pm - Monday 11<sup>th</sup> March 2002** in the Village Hall, Chelveston-cum-Caldecott.

**Present :-** Councillors : Cllr. A R Dale (Chairman)  
 Cllr. M L Foulger  
 Cllr. M J. Izzard  
 Cllr. P. Logue  
 Cllr. R A Meeson  
 Cllr. S E Stopps  
 Clerk: Mr. M.H.Hunter  
 Public: Cllr Richard Gell  
 Cllr Geoff Moore  
 Ron Collard  
 Sue Farmer  
 Ken Laughton

#### 1 Apologies Received

- 1.1 Cllr Dale opened the meeting at 7:30pm and welcomed everyone to the meeting. He introduced the new Clerk, Mark Hunter, and asked for any apologies. Apologies were received from Cllrs A.Palfreeman & A. Sauntson.

**The meeting accepted and approved these apologies**

**Proposed by:** Cllr Foulger  
**Seconded by:** Cllr Logue  
**Decision:** Unanimous

#### 2 Minutes of Previous Meeting 0201 – 14<sup>th</sup> January 2002

The minutes of the previous meeting **0201 – 14<sup>th</sup> January 2002** had been circulated. Cllr Foulger had supplied some corrections.

**The meeting resolved to:**

- 2.1 Approve the minutes of the last meeting

**Proposed by:** Cllr Foulger  
**Seconded by:** Cllr Logue  
**Decision:** Unanimous

#### 3 Discussion of Standing Orders for the Parish Council

The draft Standing Orders had been circulated with the Agenda. Cllr Dale explained that a lot of work had gone into producing the current version (Ver: 5) and went through the changes.

**The meeting resolved to:**

- 3.1 Adjourn this item to the May meeting, with the intention of adopting the Standing Orders at that meeting.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### 4 New standards of conduct for councillors and quality councils

Cllr Dale explained the introduction of the Code of Conduct, the need for it to be adopted by the council and the individual councillor's requirement to sign a declaration of acceptance, followed by completion of a register of interests within 28 days. The Clerk will forward the original to the ENC Monitoring Officer, with a local copy available for public inspection. Failure to comply would mean the automatic removal of the councillor. There will be a training session on Wed 27<sup>th</sup> March 2002 at ENC, Thrapston, which Cllr Foulger and the Clerk will attend.

**The meeting resolved to:**

- 4.1 Adjourn this item to the May meeting, when the Council will adopt the Code of Conduct and sign the member's declaration. Councillors will then have 28 days to complete their register of interests and return them to the Clerk. A copy of the code was given to each councillor.

### 5 Entertainment Licence Renewal for the Village Hall

Cllrs Foulger & Logue declared an interest. The meeting discussed the renewal.

**The meeting resolved to:**

- 5.1 Approve Entertainment Licence Renewal

**Proposed by:** Cllr Meeson  
**Seconded by:** Cllr Izzard  
**Decision:** Unanimous (of those voting)

### 6 Newsletter & Operation Spring Clean

- 6.1 The Spring Newsletter had been distributed. Cllr Stopps asked that the next newsletter included a thank you to Roger Leck. Cllr Dale agreed.
- 6.2 Cllr Foulger reported on Operation Spring Clean – 7 volunteers collected 19 bags of rubbish and a child's bike.
- 6.3 Cllr Stopps volunteered to routinely clear Water Lane between the seat on the corner and the ford. Cllr Dale agreed to ask residents to keep the area around their houses clear in the next newsletter.

### 7 Planning Matters

- 7.1 **EN/02/00169/FUL – Conservatory at 5 Disbrowe Court, Chelveston.**

An application has been received for a large conservatory at 5 Disbrowe Court. An e-mail of no objection has been received from the residents of 4 Disbrowe Court and Top Farm.

**The meeting resolved to send a No Objection letter**

**Proposed by:** Cllr Logue  
**Seconded by:** Cllr Stopps  
**Decision:** Unanimous

### 8 Financial Transactions

- 8.1 A letter had been received from the Citizens Advice Bureau asking for a donation. Cllr Dale stated the Council had not made any donations recently and suggested £25.

**Proposed by:** Cllr Dale

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

**Seconded by:** Cllr Logue  
**Decision:** Unanimous

- 8.2 Payments to be made this meeting included Powergen and the Audit Commission. The meeting resolved to approve all of these payments and authorise the appropriate cheques to be signed.

**Proposed by:** Cllr Meeson  
**Seconded by:** Cllr Izzard  
**Decision:** Unanimous

- 8.3 Expenses include a receipt for the Newsletter printing by Risdene Press from Cllr Foulger and the Clerks expenses. The Clerk explained that £15 was for a new Clerks manual and £35 was for the new Clerks course by NALC on 20<sup>th</sup> March 2002. The Chairman had been consulted in both cases. A full list of the Clerks expenses is included in the minutes. The meeting resolved to approve all of these payments and authorise the appropriate cheques to be signed.

**Proposed by:** Cllr Meeson  
**Seconded by:** Cllr Izzard  
**Decision:** Unanimous

The opening balance for the meeting was £8,371.10

Receipts since the last meeting: None

### Payments to be made this meeting

| Number                                  | Payee            | Item                    | Cheque | Amount           |
|---|------------------|-------------------------|--------|------------------|
| 2001.55                                 | Powergen         | St Lighting to 31/12/01 | 000418 | £263.71          |
| 2001.56                                 | C.A.B.           | Donation                | 000419 | £25.00           |
| 2001.57                                 | Audit Commission | Audit Fees 2000         | 000420 | £317.25          |
| 2001.58                                 | M.L.Foulger      | Newsletter printing     | 000421 | £12.00           |
| 2001.59                                 | M.H.Hunter       | Expenses 0201-0202      | 000422 | £55.93           |
| <b>Total Expenditure this meeting</b>   |                  |                         |        | <b>£673.89</b>   |
| <b>Closing Balance for this meeting</b> |                  |                         |        | <b>£7,697.21</b> |

- 8.4 The bank statement for the month of January has been received and reconciled.
- 8.5 The Clerk advised Councillors that the insurance policy had been updated to include official's indemnity and protection for Libel & Slander, though individual Councillors were still liable for the first 10% of any damages awarded against them.

## 9 Updates on Projects List

### 9.1 New Street signs

All the street signs have now been fitted, but still waiting for a replacement for "St Johns Cottage" from ENC.

Disbrowe Court - The large "Top Farm Estate" sign has now gone. Mark Richards (ENC) had been in touch with Hartswood Developers about the road signs, but Hartswood had claimed that they were bound by a section 278 agreement with NCC which defined where the signs should go and could not change the signs without NCC's approval. White lines had appeared on the roadway, suggesting that NCC has adopted it.

A quote had been received from NCC/W.S.Atkins for "Children Ahead" signs for Water Lane (£516.51). Cllrs Dale & Stopps declared an interest. This was felt to be expensive and

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

needed investigation to see if signs could be obtained & erected from other sources. Cllr Izzard pointed out a third sign would be needed on Sawyers Crescent.

A quote had been received from NCC/W.S.Atkins for one sign to the Village Hall (£340.16). Cllrs Foulger & Logue declared an interest. This was also felt to be expensive and the proposed siting raised doubts about road safety (obscuring driver's view on the bend). It needed further investigation to see if signs could be obtained & erected from other sources. Cllr Foulger agreed to pursue this.

Barry Davies (L.Carr's Agent) has contacted NCC about signs to "Carr Bros." on the B645/Newton Rd junction in Higham Ferrers, to divert HGV's away from the village. Due to the poor response from NCC, Barry Davis has asked the council if it will write to NCC in support of the proposed signs. With the work due to start on the A6 Rushden/Higham bypass and the subsequent diversions, it agreed to delay this until after the bypass was completed.

### 9.2 Traffic Calming Measures

Two applications had been made for funding for the provision of gates at the Raunds Rd and on the B645 near the School House. The B645 application has failed, but the Raunds Rd scheme was passed (£2,500 grant to be matched by the Council). Cllr Dale produced a sketch drawn by Joan Beveridge of what the Denford gates would look like on the Raunds Rd for discussion purposes. However, NCC policy now advised against speed bumps, rumble strips or narrowing of the carriageway.

Cllrs Foulger & Izzard had carried out an experiment using a large piece of wood (based on the Denford signs) and concluded that such signs would block the view of any driver exiting Pretoria Cottages. If this type of sign were to be used, it would have to be sited much further along the Raunds Rd. Cllr Dale asked the views of all present, which ranged from being against such schemes altogether (since it penalised all motorists, rather than just those speeding), the use of red tarmac with "30" in white, illuminating "slow down" signs and the deployment of speed cameras.

Cllr Dale stated he wanted full participation by the residents in selecting the most appropriate scheme and intended to use the forthcoming Annual Parish Assembly in April as the venue for public consultation.

### 9.3 Street Lighting

Cllr Dale explained a power line had broken and had gone three days undetected whilst still live until made safe. ABB had fitted photo-sensors to the lights and the power had been reconnected. The Council would be charged for the photo-sensors but not the reconnection. Cllr Dale had written to EME to request they replace the old un-insulated conductors with an insulated conductor, as has already been done to the bottom half of Water Lane.

ABB have advised that Lamppost No 5 (outside 19 Hillside) needs replacing at a cost of £554.00 + vat. . The meeting resolved to authorise the Clerk to order these works.

**Proposed by:** Cllr Logue  
**Seconded by:** Cllr Foulger  
**Decision:** Unanimous

### 9.4 Grass Cutting Contract

The contract for the grass cutting has been placed with ENC. Cllr Foulger will carry out a "walk round" with the contractors prior to the first cut to confirm the areas to be cut. One area that may have been left out is the alleyway at the top of Duchy Close. Cllr Foulger will point this out. NCC sent some paperwork to the wrong address, putting the council potentially in the position of having two different contracts in place, however this has now been resolved.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

### 9.5 Brook cleaning

Done & complete. Noted that the children were now collecting fossils from Ray Knight's fields that were ending up in the brook.

### 9.6 Additional Litter Bins

Cllr Dale has written to ENC to express his concern that the new bins were not being emptied and this has now been rectified. Cllr Stopps suggested a further bin should be situated in Water Lane near the ford. The meeting resolved to authorise the Clerk to ask ENC for another bin.

### 9.7 Village Seating & Village Sign

The area looks a lot better now it has been mowed. There are some metal pipes that need removing.

### 9.8 Millennium Footpath

No further progress.

### 9.9 Village Welcome Pack

Cllr Stopps has reviewed the old welcome pack and has some ideas. She will work with Cllr Dale to create a new one for comment at the next meeting.

## 10 Parish Council Correspondence

The Chairman and Clerk worked through their correspondence logs. NALC courses – Cllr Foulger & Clerk to attend a Planning training course on Tues. 26<sup>th</sup> March (cost £10 each). Higham Ferrers Community Safety Forum on Wed 27<sup>th</sup> March. The NCC waste management questionnaire, NHS mental health questionnaire & Hindsight magazine to be circulated.

### The meeting resolved to:

- 10.1 Approve the Council Correspondence Log and the various actions required to deal with each item.

**Proposed by:** Cllr Foulger  
**Seconded by:** Cllr Logue  
**Decision:** Unanimous

## 11 Contract of Employment for the Clerk to the Council

Cllr Dale explained that Mark Hunter had started work as the Clerk as of the 18<sup>th</sup> January 2002 and would attend a New Clerks training course at Hunsbury Hill on Wed 20<sup>th</sup> March. He had drawn up a Contract of Employment, based on the SLCC model, taking into account the Standing Orders of the Council, so as to avoid recent problems that had occurred. Cllr Dale advised that the Clerk's position would run annually, with the May Council meeting appointing a Clerk for the year. Although the Clerk's post had become voluntary, it was still necessary to pay a salary of £1.00, in order to meet the legal obligations of employment as an Officer of the Council. Cllr Dale donated the coming year's salary. The Contract of Employment will be sent to the Councillors with the minutes, to be approved at the May meeting.

## 12 Any Other Business.

Cllr Izzard asked about the rubbish on the grass near the Sawyers Crescent. Cllr Dale replied that he had been advised it would be removed in 5 days time.

Cllr Izzard had been told that Audrey Smith now had an electric wheelchair and asked about the possibility of dropped kerbs. The meeting requested Cllr Foulger survey the village.

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

---

Cllr Meeson had been approached by a resident of Duchy Close to enquire if their street signs could be replaced. The meeting agreed that this was reasonable and authorised the Clerk to obtain a quotation.

Cllr Foulger reported that NCC Rights of Way Dept appointed the parish path wardens. The council could, of course, nominate the Clerk as a replacement for Cllr & Mrs. Cllr Dale agreed to do this.

**Date of Next Meeting:** 13<sup>th</sup> May 2002 at 7.30.pm.in Chelveston Village Hall.

The Annual Parish Assembly will be on Tuesday 9<sup>th</sup> April 2002 at 7:30 p.m. in Chelveston Village Hall

The Meeting closed at 8:42pm

**Issued 12<sup>th</sup> March 2002**

**Pages 665-676 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

Receipts and Payments Account 2001/2002

| Transact. Number   | Date       | Document Number | Payee                  | Description                    | Chq.No.       |   | Amount            | VAT             | Total            | Running Balance   | Authorising Minute | Signatories   |
|--------------------|------------|-----------------|------------------------|--------------------------------|---------------|---|-------------------|-----------------|------------------|-------------------|--------------------|---------------|
| 2001.00            | 01/04/2001 |                 | <b>Opening Balance</b> | <b>Brought Forward</b>         | <b>Bt Fwd</b> |   |                   |                 | <b>£9,943.39</b> | <b>£9,943.39</b>  |                    |               |
| 2001.29            | 13/08/2001 | I/2001/004/MLF  | N.L.H.N.               | News Subscription              | 000399        | C | -£5.00            | £0.00           | -£5.00           | £11,730.46        | 0105.5.1           | ARD, AJP, PSL |
| 2001.30            | 13/08/2001 | I/2001/040/ARD  | Audit Commission       | Audit Fees 1996-2000           | 000398        | C | -£624.29          | -£109.28        | -£733.57         | £10,996.89        | 0105.5.1           | ARD, AJP, PSL |
| 2001.31            | 13/08/2001 | I/2001/003/MLF  | Northants ACRE         | Subs. Mar 2001                 | 000400        | C | -£30.00           | £0.00           | -£30.00          | £10,966.89        | 0105.5.1           | ARD, AJP, PSL |
| 2001.32            | 13/08/2001 | I/2001/001/MLF  | N.A.L.C.               | Subs. Mar 2001                 | 000401        | C | -£79.99           | £0.00           | -£79.99          | £10,886.90        | 0105.5.1           | ARD, MLF, AJF |
| 2001.33            | 13/08/2001 | I/2001/006/MLF  | S.L.C.C.               | Subs - 01/01/01                | 000402        | C | -£22.00           | £0.00           | -£22.00          | <b>£10,864.90</b> | 0105.5.1           | ARD, MLF, AJF |
| 2001.34            | 10/09/2001 | I/2001/030/MLF  | N.A.L.C.               | AGM - 27/10/01 - MLF/ARD       | 000403        | C | -£30.00           | £0.00           | -£30.00          | £10,834.90        | 0106.5.1           | RAM, PSL, AJP |
| 2001.35            | 10/09/2001 | I/2001/030/MLF  | N.A.L.C.               | Trg - 07/11/01 - MLF/ARD       | 000403        | C | -£20.00           | £0.00           | -£20.00          | £10,814.90        | 0106.5.1           | RAM, PSL, AJP |
| 2001.36            | 10/09/2001 | I/2001/030/MLF  | N.A.L.C.               | Trg - 08/11/01 - MLF/ARD       | 000403        | C | -£20.00           | £0.00           | -£20.00          | £10,794.90        | 0106.5.1           | RAM, PSL, AJP |
| 2001.37            | 10/09/2001 | I/2001/048/ARD  | Customs & Excise       | VAT Refund 2000/2001           | BACS          | C | £105.88           | £0.00           | £105.88          | <b>£10,900.78</b> | 0106.5.1           |               |
| 2001.38            | 08/10/2001 | I/2001/062/MLF  | ABB                    | Replacement of St Light        | 000404        | C | -£408.00          | -£71.40         | -£479.40         | £10,421.38        | 0107.5.5           | ARD, MLF, AJP |
| 2001.39            | 08/10/2001 | I/2001/063/MLF  | ABB                    | Move of cable for St Light     | 000405        | C | -£653.00          | -£114.28        | -£767.28         | £9,654.10         | 0107.5.5           | ARD, MLF, AJP |
| 2001.40            | 08/10/2001 | I/2001/064/MLF  | Powergen               | St Light Energy ---->30/9/01   | 000406        | C | -£227.31          | -£39.78         | -£267.09         | <b>£9,387.01</b>  | 0107.5.5           | ARD, MLF, AJP |
| 2001.41            | 07/10/2001 | I/2001/084/ARD  | NATWEST                | Interest -29/9                 | BACS          | C | £45.89            | £0.00           | £45.89           | £9,432.90         | 0108.6.3           |               |
| 2001.42            | 12/11/2001 | I/2001/088/ARD  | RL Carpentry           | Parish Council Notice Board    | 000407        | C | -£416.23          | -£72.84         | -£489.07         | £8,943.83         | 0108.6.3           | ARD, AJP, PSL |
| 2001.43            | 12/11/2001 | I/2001/077/ARD  | AR Dale                | Risdene Press - Newsletter     | 000408        | C | -£11.00           | £0.00           | -£11.00          | £8,932.83         | 0108.6.3           | RAM, PSL, AJP |
| 2001.44            | 12/11/2001 | I/2001/078/ARD  | ENC                    | GIS Maps                       | 000409        | C | -£45.00           | £0.00           | -£45.00          | £8,887.83         | 0108.6.3           | ARD, AJP, PSL |
| 2001.45            | 12/11/2001 | I/2001/093/ARD  | Star & Garter          | Fireworks Display              | 000410        | C | -£150.00          | £0.00           | -£150.00         | £8,737.83         | 0108.6.3           | ARD, AJP, PSL |
| 2001.46            | 12/11/2001 | I/2001/094/ARD  | ML Foulger             | POPPY WREATH                   | 000411        | C | -£14.25           | £0.00           | -£14.25          | £8,723.58         | 0108.6.3           | ARD, AJP, PSL |
| 2001.47            | 12/11/2001 | I/2001/092/ARD  | VILLAGE HALL           | HIRE FOR 2001                  | 000412        | C | -£72.00           | £0.00           | -£72.00          | £8,651.58         | 0108.6.3           | ARD, AJP, PSL |
| 2001.48            | 12/11/2001 | I/2001/090/ARD  | ML Foulger             | Clerk's Expenses 0104-0107     | 000413        | C | -£18.26           | £0.00           | -£18.26          | £8,633.32         | 0108.6.3           | ARD, AJP, PSL |
| 2001.49            | 12/11/2001 | I/2001/091/ARD  | AR Dale                | Chairman's Expenses 0104-0107  | 000414        | C | -£48.60           | £0.00           | -£48.60          | £8,584.72         | 0108.6.3           | RAM, PSL, AJP |
| 2001.50            | 14/01/2002 | I/2001/117/MLF  | Eagle Star             | Insurance Claim for RTA        |               | C | £535.75           | £93.76          | £629.51          | £9,214.23         | 0201.7.1           |               |
| 2001.51            | 14/01/2002 | I/2002/001/ARD  | Natwest                | Interest - 28/12               | BACS          | C | £14.92            |                 | £14.92           | £9,229.15         | 0201.7.1           |               |
| 2001.52            | 14/01/2002 | I/2001/131/MLF  | ABB                    | St. Lt. Maint ----> 30/9&31/12 | 000415        | C | -£195.68          | -£34.24         | -£229.92         | £8,999.23         | 0201.7.1           | ARD, AJP, SES |
| 2001.53            | 14/01/2002 | I/2001/125/MLF  | ABB                    | Supply Light Foot Lane Light   | 000416        | C | -£515.00          | -£90.13         | -£605.13         | £8,394.10         | 0201.7.1           | ARD, AJP, SES |
| 2001.54            | 14/01/2002 | I/2001/104/MLF  | SLCC                   | Subs                           | 000417        |   | -£23.00           |                 | -£23.00          | £8,371.10         | 0201.7.1           | ARD, AJP, SES |
| 2001.55            | 11/03/2002 | I/2002/001/MHH  | Powergen               | St Light Energy ---->31/12/01  | 000418        |   | -£224.43          | -£39.28         | -£263.71         | £8,107.39         | 0202.8.3           | ARD, MLF, PSL |
| 2001.56            | 11/03/2002 | I/2002/008/MHH  | C.A.B.                 | Donation                       | 000419        |   | -£25.00           |                 | -£25.00          | £8,082.39         | 0202.8.2           | ARD, MLF, RAM |
| 2001.57            | 11/03/2002 | I/2002/013/ARD  | Audit Commission       | Audit Fees 2000                | 000420        |   | -£270.00          | -£47.25         | -£317.25         | £7,765.14         | 0202.8.3           | ARD, MLF, SES |
| 2001.58            | 11/03/2002 | I/2002/041/MHH  | ML Foulger             | Risdene Press - Newsletter     | 000421        |   | -£12.00           |                 | -£12.00          | £7,753.14         | 0202.8.4           | ARD, RAM, PSL |
| 2001.59            | 11/03/2002 | I/2002/037/MHH  | M.H.Hunter             | Clerk's expenses 0201-0202     | 000422        |   | -£55.93           |                 | -£55.93          | £7,697.21         | 0202.8.4           | ARD, MLF, SES |
| <b>Balance C/F</b> |            |                 |                        |                                |               |   | <b>-£1,469.07</b> | <b>-£777.11</b> | <b>£7,697.21</b> | <b>£7,697.21</b>  |                    |               |

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Chairman's Outgoing Correspondence Log

| <b>Date Sent</b> | <b>Document Number</b> | <b>Recipients</b>    | <b>Description</b>                                 | <b>Action Required</b> | <b>Action Minute No.</b> | <b>Related Document No.</b> |
|------------------|------------------------|----------------------|--|------------------------|--------------------------|-----------------------------|
| 17/01/2002       | O/2001/075/ARD         | Graham Wise          | Letter of Clerk Change                             | Approved               | 0202.10.1                |                             |
| 17/01/2002       | O/2001/076/ARD         | Peter Gould NNC      | Letter of Clerk Change                             | Approved               | 0202.10.1                |                             |
| 03/02/2002       | O/2002/001/ARD         | Village              | Spring Newsletter                                  | Approved               | 0202.10.1                |                             |
| 11/02/2002       | O/2002/002/ARD         | 7 Parish Councillors | Standing Orders of the Parish Council Draft 2      | Approved               | 0202.10.1                |                             |
| 16/02/2002       | O/2002/003/ARD         | Cherry French - ENC  | Letter complaining that litter bins aren't emptied | Approved               | 0202.10.1                |                             |
| 24/02/2002       | O/2002/004/ARD         | East Midlands Elec   | Letter complaining about Water Lane Power Lines    | Approved               | 0202.10.1                |                             |
| 25/02/2002       | O/2002/005/ARD         | NCC/Atkins           | Contract for Grass Cutting                         | Approved               | 0202.10.1                |                             |
| 04/03/2002       | O/2002/006/ARD         | Ken Laughton         | Invitation to Parish Council Meeting               | Approved               | 0202.10.1                |                             |
| 04/03/2002       | O/2002/007/ARD         | 7 Parish Councillors | Standing Orders of the Parish Council Draft 2      | Approved               | 0202.10.1                |                             |
|                  |                        |                      |  |                        |                          |                             |
|                  |                        |                      |  |                        |                          |                             |

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Chairman's Incoming Correspondence Log

| <b>Date of Receipt</b> | <b>Document Number</b> | <b>Correspondent</b> | <b>Description</b>                  | <b>Action Required</b> | <b>Action Minute No.</b> |
|------------------------|------------------------|----------------------|-------------------------------------|------------------------|--------------------------|
| 25/02/2002             | I/2002/010/ARD         | NCC/Atkins           | Contract for grass cutting          | Action                 |                          |
| 22/02/2002             | I/2002/011/ARD         | Barry Davies         | Letter on signage                   | Action                 |                          |
| 22/02/2002             | I/2002/012/ARD         | Cherry French        | Letter apologising for bin emptying | Inform/File            |                          |
|                        |                        |                      |                                     |                        |                          |

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Incoming Correspondence Log

| Date of Receipt | Document Number | Correspondent         | Description  | Action Required | Action Minute No. |
|-----------------|-----------------|-----------------------|--|-----------------|-------------------|
| <b>2 0 0 2</b>  |                 |                       |  |                 |                   |
| 24/01/2002      | I-2002-001-MHH  | Powergen Elec.        | Invoice for quarter ending 31st Dec 2001                           | Actioned        | 0202.8.3          |
| 25/01/2002      | I-2002-002-MHH  | Sovereign             | Playground equipment   | File            |                   |
| 26/01/2002      | I-2002-003-MHH  | ENC-com serv dept     | Estimate for grass cutting contract                                | File            |                   |
| 26/01/2002      | I-2002-004-MHH  | Henley Oak Ltd        | Golden Jubilee celebration oak pillars                             | File            |                   |
| 26/01/2002      | I-2002-005-MHH  | ENC-Corp/Fin direct   | Concessionary fares 2002/2003 - Poster for noticeboard             | File            |                   |
| 28/01/2002      | I-2002-006-MHH  | Dec the Halls Ltd     | Golden Jubilee celebration items                                   | File            |                   |
| 29/01/2002      | I-2002-007-MHH  | Higham Ferrers TC     | Invitation to attend civic service for Golden Jubilee              | Decline         |                   |
| 29/01/2002      | I-2002-008-MHH  | CAB                   | Request for donation - Poster for noticeboard                      | Actioned        | 0202.8.2          |
| 29/01/2002      | I-2002-009-MHH  | R.Davies (for L.Carr) | Replies to questions from meeting 0201                             | File            |                   |
| 29/01/2002      | I-2002-010-MHH  | Glyn Mould            | Commemorative Village & Town Signs                                 | File            |                   |
| 03/02/2002      | I-2002-011-MHH  | NALC                  | Jan Newsletter, employment info, literature mugs, medals & benches | File            |                   |
| 03/02/2002      | I-2002-012-MHH  | ENC                   | Cllrs Info Circular Jan 2002                                       | Cirulated       |                   |
| 04/02/2002      | I-2002-013-MHH  | R.Davies (for L.Carr) | Copy of a letter to NCC for road sign (B645/Newton Rd jct)         | File            |                   |
| 06/02/2002      | I-2002-014-MHH  | NWB                   | Jan Statements   | Checked         |                   |
| 06/02/2002      | I-2002-015-MHH  | ENC (Rachel Booth)    | Tree Preservation Order review delayed (due to re-organisation)    | File            |                   |
| 06/02/2002      | I-2002-016-MHH  | NCC (Nigel Whyte)     | Questionnaire for Rural Transport Survey                           | File            |                   |
| 08/02/2002      | I-2002-017-MHH  | ENC-Planning          | Amendment to Stanwick Golf Course application                      | File            |                   |
| 08/02/2002      | I-2002-018-MHH  | NALC                  | Course info, forms, vacancies                                      | Actioned        | 0202.10.1         |
| 08/02/2002      | I-2002-019-MHH  | NCC-Planning          | Survey on Waste Management   | Cirulated       |                   |
| 08/02/2002      | I-2002-020-MHH  | ENC-Planning          | Date for Poplar Farm change of use application mtg                 | File            |                   |
| 08/02/2002      | I-2002-021-MHH  | ENC-Strat/Policy      | Business partnership event - poster for noticeboard                | File            |                   |
| 16/02/2002      | I-2002-022-MHH  | SLCC                  | The Clerk - Feb issue  | File            |                   |
| 16/02/2002      | I-2002-023-MHH  | ENC-Planning          | Planning permission for 1 The Geen                                 | File            |                   |
| 16/02/2002      | I-2002-024-MHH  | CPRE                  | Briefing on Govt Planning Green Paper                              | File            |                   |
| 21/02/2002      | I-2002-025-MHH  | Cornhill Insurance    | Schedule & employer liability certificate                          | File            |                   |
| 21/02/2002      | I-2002-026-MHH  | ENC-Planning          | Planning permission for Poplars Farm                               | File            |                   |
| 25/02/2002      | I-2002-027-MHH  | NCC-Highways          | Village Hall & Children playing signs                              | Awaiting        |                   |
| 27/02/2002      | I-2002-028-MHH  | MK Marking            | Golden Jubilee celebration items                                   | File            |                   |
| 27/02/2002      | I-2002-029-MHH  | ENC-Standards         | Agenda for Standards Cmte mtg on 05/03/02                          | File            |                   |
| 27/02/2002      | I-2002-030-MHH  | NALC                  | Course info, forms, vacancies                                      | File            |                   |
| 27/02/2002      | I-2002-031-MHH  | ENC-Planning          | Conservatory at No.5 Disbrowe Court                                | Actioned        | 0202.7.1          |
| 27/02/2002      | I-2002-032-MHH  | NCC-Area Cmte         | Agenda for Area cmte mtg on 05/03/02                               | Cirulated       |                   |
| 28/02/2002      | I-2002-033-MHH  | ENC-Policy            | Replacement Local Plan delayed                                     | File            |                   |
| 01/03/2002      | I-2002-034-MHH  | ABB                   | Lamp 5 (19 Hillside) replacement costs                             | Actioned        | 0202.9.3.1        |
| 01/03/2002      | I-2002-035-MHH  | ENC-Env Health        | Entertainment Licence renewal - village hall                       | Actioned        | 0202.5.1          |
| 04/03/2002      | I-2002-038-MHH  | ENC-Standards         | Model code workshop, declaration & register forms                  | Awaiting        |                   |
| 04/03/2002      | I-2002-039-MHH  | ENC-Keith Osbourne    | ENC council mtg 04/03/02   | Cirulated       |                   |
| 04/03/2002      | I-2002-040-MHH  | NALH                  | Hindsight magazine & renewal form                                  | Awaiting        |                   |
| 05/03/2002      | I-2002-041-MHH  | M.L.Foulger           | Invoice for Newsletter printing (Risden Press)                     | Actioned        | 0202.8.4          |
| 05/03/2002      | I-2002-042-MHH  | ENC-com serv dept     | Tourism sub-group meeting on 09/04/02                              | File            |                   |
| 05/03/2002      | I-2002-043-MHH  | H/F safety forum      | Agenda & posters for the H/Ferrers Community Safety Forum 27/03/02 | File            |                   |
| 09/03/2002      | I-2002-044-MHH  | SLCC                  | AGM agenda, papers   | File            |                   |
| 09/03/2002      | I-2002-045-MHH  | DEFRA                 | Campaign against illegal poisoning of wildlife                     | File            |                   |
| 09/03/2002      | I-2002-046-MHH  | Northants NHS         | Joining up Mental Health services in Northants - comments invited  | Cirulated       |                   |

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Outgoing Correspondence Log

| Date Sent   | Document Number | Recipients            | Description   | Action Required | Action Minute No. | Related Document No. |
|-------------|-----------------|-----------------------|---|-----------------|-------------------|----------------------|
| <b>2002</b> |                 |                       |   |                 |                   |                      |
| 19/01/2002  | O-2002-001-MHH  | SLCC                  | Request for SLCC manual                                 | Posted          | 0201.10           | I-2001-104-MLF       |
| 27/01/2002  | O-2002-002-MHH  | ENC (Rachel Booth)    | Tree Warden - change                                    | Posted          | 0201.10           | none                 |
| 30/01/2002  | O-2002-003-MHH  | Higham Ferrers TC     | Decline invite to civic service & advise correct names  | Posted          |                   | I-2002-007-MHH       |
| 31/01/2002  | O-2002-004-MHH  | NCC (N.Whyte)         | Agree to transport survey & invite to Annual Parish Mtg | Posted          | 0201.9.1          | I-2002-010-MLF       |
| 05/02/2002  | O-2002-005-MHH  | Cornhill Insurance    | Insurance renewal & additions                           | Posted          | 0106.8.1          | I-2001-021-MLF       |
| 15/02/2002  | O-2002-006-MHH  | NALC                  | Registration for New Clerk's Course                     | Posted          |                   | I-2002-018-MHH       |
| 17/02/2002  | O-2002-007-MHH  | ENC (Rachel Booth)    | Tree Warden - TOR request                               | Posted          | 0201.10           | I-2002-015-MHH       |
| 21/02/2002  | O-2002-008-MHH  | NCC (N.Whyte)         | Confirmation of questionnaires & Annual Parish Mtg      | Posted          | 0201.9.1          | I-2002-016-MHH       |
| 04/03/2002  | O-2002-009-MHH  | 7 P.Cllrs & 3 D.Cllrs | Agenda for 0202 on 11/03/02                             | Posted          |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |
|             |                 |                       |   |                 |                   |                      |

**Chelveston-cum-Caldecott Parish Council  
Clerk's Expenses Record**

S&P= Supply + Print

| Date       | Item   | A4<br>S & P<br>@ 3p | Post<br>pence | DL Env<br>@ 2.5p | Copy<br>@ 3p | Punched<br>Pocket<br>@ 3p | Fone<br>Calls<br>@ 5p | Other         |
|------------|--|---------------------|---------------|------------------|--------------|---------------------------|-----------------------|---------------|
| 19/01/2002 | SLCC - Manual                                | 1                   | 19            | 1                | 1            |                           |                       | 15            |
| 21/01/2002 | Draft minutes to D.Cllrs (3)                 | 12                  | 57            |                  | 24           |                           |                       |               |
| 21/01/2002 | Draft minutes to P.Cllrs (6)                 | 12                  |               |                  | 60           |                           |                       |               |
| 27/01/2002 | Letter to ENC - Tree Warden change           | 1                   | 19            | 1                | 1            |                           |                       |               |
| 30/01/2002 | Letter to Higham Ferrers TC - decline invite | 1                   | 19            | 1                | 1            |                           |                       |               |
| 31/01/2002 | Letter to NCC - N.Whyte-Rural Transport      | 1                   | 19            | 1                | 1            |                           |                       |               |
| 05/02/2002 | Letter to Cornhill Insurance - renewal forms | 1                   | 19            |                  | 1            |                           |                       |               |
| 15/02/2002 | NALC - New Clerk's course                    |                     | 19            | 1                |              |                           |                       | 35            |
| 17/02/2002 | Letter to ENC - Tree Warden TOR request      | 1                   | 19            | 1                | 1            |                           |                       |               |
| 21/02/2002 | Letter to NCC - N.Whyte-Rural Transport      | 1                   | 19            | 1                | 1            |                           |                       |               |
|            | <b>TOTALS</b>                                | <b>£0.93</b>        | <b>£2.09</b>  | <b>£0.18</b>     | <b>£2.73</b> | <b>£0.00</b>              | <b>£0.00</b>          | <b>£50.00</b> |

**TOTAL VALUE : £55.93**