

Chelveston-cum-Caldecott Parish Council

Northamptonshire

5 Planning Matters

5.1 EN/02/00778/FUL – Extension to 15 Duchy Close, Chelveston.

Cllr Palfreeman explained the plans and advised the Clerk had contacted Mr & Mrs Dyne to confirm that there would be a new window in bedroom 2, giving a new view over the footpath and adjoining properties. Cllr Dale had contacted the neighbouring properties, none of whom objected.

The meeting resolved not to object to the application and instructed the Clerk to inform ENC accordingly.

Proposed by: Cllr Palfreeman
Seconded by: Cllr Dale
Decision: Unanimous

6 Financial Transactions

6.1 Payments to be made this meeting included Powergen & ABB (quarterly street lighting invoices) and NCC (traffic calming – see item 7.2). The meeting resolved to approve all of these payments and authorise the appropriate cheques to be signed.

Proposed by: Cllr Palfreeman
Seconded by: Cllr Dale
Decision: Unanimous

6.2 Cllr Palfreeman advised that Cllr Dale had submitted two expense claims (printing of the autumn newsletter & the village appraisals). The meeting resolved to approve these payments and authorise the appropriate cheques.

Proposed by: Cllr Palfreeman
Seconded by: Cllr Stopps
Decision: Unanimous

6.3 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve all of these payments and authorise the appropriate cheque to be signed.

Proposed by: Cllr Palfreeman
Seconded by: Cllr Stopps
Decision: Unanimous

The opening balance for the meeting was	£9,441.38
Receipts since the last meeting	
2002.27 Interest (28 June to 26 September 2002)	£9.60
2002.28 ENC Jubilee grant	£200.00
Sub-total	£9,650.98

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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2002.21	Powergen	St Lt power (July – Sept 2002)	000441	£267.90
2002.22	ABB.	St Lt maint (July – Sept 2002)	000442	£119.98
2002.23	A.R.Dale	Newsletter printing	000443	£16.25
2002.24	M.H.Hunter	Expenses	000444	£41.51
2002.25	NCC	Raunds Rd traffic calming	000445	£3,290.00
2002.26	A.R.Dale	Village Appraisal printing	000446	£119.85
Total Expenditure this meeting				£3,854.89
Closing Balance for this meeting				£5,796.09

- 6.4 The bank statements for the month of September has been received and reconciled.
- 6.5 Cllr Foulger, as RFO, advised the Council on the progress to complete the audit of the accounts. The statutory notices were displayed, ready for the public inspection, the internal audit would take place after 21st October and the external audit on 4th November.
- 6.6 The Clerk requested the Council decide what value of expenditure should be classed as in-year running costs (which is written off immediately) and what should be Capital Expenditure (which is depreciated over a number of years). After debate, the Council set the Capital Expenditure threshold at £5,000.

Proposed by: Cllr Dale
Seconded by: Cllr Palfreeman
Decision: Unanimous

7 Updates on Projects List

7.1 New Street signs

The Disbrowe Court sign (in wrong place) was awaiting a decision on the boundary of the development, since it appears the developers may have extended the gardens into the Highway land.

An alternate quote for “Children Ahead” signs for Water Lane and a sign to the Village Hall – Cllr Foulger had been unable to progress this.

Cllr Dale commented that some of the new plastic signs were starting to buckle.

7.2 Traffic Calming Measures

Cllr Dale detailed progress to date. As the road surface was acceptable, the revised quote was £2,800 + vat. In order to proceed, NCC required a cheque with the order. The Clerk confirmed he had contacted Neil Edwards and the NCC Area Committee cheque for £2,500 was in the post. Once the vat was recovered, the total cost to the council would be £300, a saving of £2,200 on the year’s budget. The meeting agreed to proceed with the order and instructed the Clerk to raise the necessary paperwork.

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Proposed by: Cllr Dale
Seconded by: Cllr Palfreeman
Decision: Unanimous

7.3 **Street Lighting**

Cllr Palfreeman reminded the meeting the budget had allowed provision for replacement of two concrete street lamps per year. Cllrs Dale & Foulger had agreed to report back to the November meeting on the most suitable lamp to replace.

7.4 **Grass Cutting Contract**

The Clerk confirmed he had contacted NCC to confirm we wish to opt-out again next year and to claim the refund for this year. The last cut should take place on Tues 8th October. Cllr Foulger reported that Mr Lines of No.1 Kimbolton Rd had complained that the grass/nettles had not been cut next to his frontage all year.

7.5 **Village Appraisal 2002**

Cllr Dale issued the Village Appraisal sheets to the Councillors present and explained how they were to be delivered and returned. If they are back with Cllr Dale by 31st October, the results should be available for the November meeting.

7.6 **Brook cleaning**

Cllr Dale confirmed this had been done.

7.7 **Millennium Footpath**

Cllr Palfreeman advised no further progress. The Clerk was instructed to contact Colin Gilder (WS Atkins) to put the siding out of the paths on next year's budget.

7.8 **Village Welcome Pack**

Cllr Stopps advised they would be ready by Sunday 13th October.

7.9 **Second 305th BG Memorial**

Cllr Dale reported that there had been a good response from the villagers for the proposal in the newsletter. Cllr Foulger is arranging to look at the mast.

The Clerk had meet with NCC property on the proposed site to look at the land. The gas pipe would reduce the potential to sell the land for building use. NCC is expected to realise full commercial value for the land, unless there were reasons why not. An alternative was leasing the land from NCC, if purchasing proved too expensive.

Cllr Palfreeman expressed strong views on why NCC should transfer the land over for £1.

7.10 **ENC Jubilee Grant**

The Clerk confirmed the ENC grant cheque had been received. He also showed the Council the brass plaque he was donating. The Council thanked the Clerk for his generosity.

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8 Saltbins

Cllr Palfreeman advised that NCC Highways were now reconsidering the plan to remove both saltbins and may leave the one between 21 Water Lane & Hill House, replacing it if it was broken. If this did happen, the Council would take over local management of the bin and inform NCC Highways when it required re-filling.

NCC Highways advised that the Council could purchase bins of its own and buy salt from builders' merchants, etc, but the siting of the bins next to highway could result in NCC Highways ordering their removal.

9 Discussion of amendment to the Clerk's contract

The Clerk left the meeting at this point. Cllr Foulger took the minutes.

Cllr Palfreeman advised that the Clerk had included this item, following information gained as part of his training course. The original problem had been the Council had employed a Clerk with no contract, which left no clear way of removing him. Since the present Clerk is employed with a contract and paragraph 11 provides for the Council to terminate employment at 4 weeks notice, the annuality condition is no longer required. It actually clashes with the notice provision and could (in an election year) lead to an inefficient administration. The Clerk was requesting that the termination on May 2003 clause be removed, so that the contract became continuous. The Council agreed to so amend the contract.

Proposed by:	Cllr Dale
Seconded by:	Cllr Palfreeman
Decision:	Unanimous

The clerk returned to continue with the minutes. The Chairman and the Clerk signed the contract amendment (No.1).

10 Visits, Training & Courses.

Cllr Foulger & the Clerk reported on the ENC District plan workshop held on the 3rd October. Approx. 60 representatives attended, with 50 of them attending the rural issues sub-group. ENC wished to redraw the village envelopes, then pass them out to the parishes for consultation. The universal response from the villages was consult first. Timescales were largely undefined, though it was hoped to get the responses to the village envelopes in by October 2003.

The Design sub-group covered differences between the Village Design Statement and the Village Plan, both of which there were grants available to assist completion.

The Clerk advised of the following –

Thurs 10th October: NALC talk on the Code of Conduct @ Hunsbury Hill 19:00-21:00 (£5)

Mon 14th October: Live webcast of the ENC meeting at 19:30

Fri 18th October: Launch of the 2nd Rural Bus Challenge Project @ ENC 10:30

Sat 19th October: NALC AGM & Conference @ Hunsbury Hill 10:30–16:30 (£15)

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11 Approval of Chairman's & Clerk's Correspondence Logs

Cllr Palfreeman advised he had no additions to his logs since the last meeting. The Clerk's log was issued to the council prior to the meeting.

The meeting resolved to:

- 11.1 Approve the Council Correspondence Logs and the various actions required dealing with each item.

Proposed by: Cllr Palfreeman

Seconded by: Cllr Dale

Decision: Unanimous

12 Councillor's Reports

Cllr Foulger reported on the County forum of community safety parties in Earls Barton held on 4th October 2002. All calls to the police in the Eastern Sector will be routed to the county's centralised control room in February 2003.

Cllr Foulger asked if Cllr Palfreeman would be available to lay the wreath on Sunday 10th November – Cllr Palfreeman would advise later.

Cllr Palfreeman advised that the police had operated a speed camera on the Caldecott Rd on two days recently.

The Clerk confirmed he had contacted EN Housing about the lighting of the Hillside garages.

The Clerk advised that the council would have to adopt a policy regarding the Freedom of Information Act 2000 at the November meeting. Details would be included in the agenda.

The Clerk advised that SLCC had issued the nationally agreed pay review for Clerks. If the Clerk were paid on the minimum rate (SCP 15), then the cost to the Council would have been £1,873.30. Thus at £1.00, the present Clerk is good value for money!

Date of Next Meeting: 11th November 2002 at 7.30.pm. in Chelveston Village Hall.

The Meeting closed at 8:20 p.m.

Issued on 9th October 2002

Pages 715 – 724 signed under seal as true record

Adrian Palfreeman
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council

Chelveston-cum-Caldecott Parish Council
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2002				
25/02/2002	I-2002-027-MHH	NCC-Highways	Village Hall & Children playing signs	Awaiting
22/04/2002	I-2002-090-MHH	NALC	Update - Issue 3 (April 2002)	Circulated
24/04/2002	I-2002-092-MHH	ENC	Agenda for ENC Mtg. on 29th April 2002	Circulated
26/04/2002	I-2002-093-MHH	ENC	Cllrs Info Circular - Apr 2002	Circulated
09/05/2002	I-2002-100-MHH	ENC	Agenda for ENC Mtg. on 15th May 2002	Circulated
14/05/2002	I-2002-104-MHH	ENC	Agenda items for ENC Mtg. on 15th May 2002	Circulated
15/05/2002	I-2002-105-MHH	ENC	Agenda for ENC Mtg. on 20th May 2002	Circulated
24/05/2002	I-2002-115-MHH	Standards Board	Guidance notes & video	Circulated
27/05/2002	I-2002-117-MHH	NALC	Update - Issue 3 (May 2002)	Circulated
31/05/2002	I-2002-121-MHH	ENC	Councillors Info Circular (May 2002)	Circulated
08/06/2002	I-2002-124-MHH	DTLR	Consultation paper - Local investigation & determination of misconduct	Circulated
18/06/2002	I-2002-138-MHH	EMDA	Consultation paper & Business Plan 2002-2004	Circulated
27/06/2002	I-2002-145-MHH	Victim Support	Request for donation	Circulated
01/07/2002	I-2002-158-MHH	ENC-Lisa Meads	ENC Performance Plan 2002-2003	Circulated
17/07/2002	I-2002-174-MHH	HF Com Safety Forum	Minutes of meeting 26th June 2002	Circulated
20/07/2002	I-2002-176-MHH	ENC	Minutes of Special Resources Committee 17th July 2002	Circulated
20/07/2002	I-2002-177-MHH	NACRE	Agenda of AGM on 31st July 2002 & Annual Report	Circulated
24/07/2002	I-2002-181-MHH	Northants Touring Art	Promotion evenings	Circulated
26/07/2002	I-2002-185-MHH	EMDA	E-mail magazine	Circulated
26/07/2002	I-2002-187-MHH	NCC-Highways	Bus strategies	Circulated
30/07/2002	I-2002-195-MHH	ENC	Crime & Disorder Reduction strategy 2002-5 handbook	Circulated
30/07/2002	I-2002-196-MHH	ENC	Crime & Disorder Reduction strategy 2002-5 action plans	Circulated
30/07/2002	I-2002-197-MHH	ENC	Councillors Info Circular (July 2002)	Circulated
08/08/2002	I-2002-204-MHH	NALH	Grafton Regis & Alderton History Day	Circulated
20/08/2002	I-2002-223-MHH	HLB AV Audit	Notice of annual audit	Awaiting
02/09/2002	I-2002-236-MHH	ENC	Councillors Info Circular (August 2002)	Circulated
02/09/2002	I-2002-237-MHH	NALC	Village viewpoint (Autumn 2002)	Circulated
03/09/2002	I-2002-238-MHH	NALC	Local Council Review (September 2002)	Circulated
05/09/2002	I-2002-239-MHH	ENC (Barbara Ding)	PC view on CCTV?	Actioned
05/09/2002	I-2002-240-MHH	ENC (Keith Osborne)	Agenda for ENC mtg. on 9th Sept	File
05/09/2002	I-2002-241-MHH	NWB	August Statements	Checked
06/09/2002	I-2002-242-MHH	ENC (Karen Williams)	EN Tourism sub-group mtg.	File
06/09/2002	I-2002-243-MHH	Glasdon	Local Council News-sheet (August 2002)	File
06/09/2002	I-2002-244-MHH	Clerk & Council Direct	September 2002 issue	Circulated
07/09/2002	I-2002-245-MHH	CRE	Performance guidelines for local authorities	File
07/09/2002	I-2002-246-MHH	DEFRA	Advising of rural services standard 2002 on website	File
07/09/2002	I-2002-247-MHH	ABB	Invoice reminder (I-2002-200-MHH)	File
07/09/2002	I-2002-248-MHH	Lindsey Teak	Invoice for bench	Actioned
12/09/2002	I-2002-249-MHH	ENC (Karen Horner)	Agenda for replacement local plan on 3rd Oct	Actioned
13/09/2002	I-2002-250-MHH	ENC (Roger Lovesay)	Poster for Slayer Day @ Pemberton Centre on 20th Oct	Actioned
13/09/2002	I-2002-251-MHH	Police (C.S McCulley)	NPA consultation Mtg. on next year's policing plan on 19th Sept	File
23/09/2002	I-2002-252-MHH	ENC	Invite to 2nd Rural Bus Challenge Project launch on 18th Oct	File
23/09/2002	I-2002-253-MHH	Powergen Elec.	Invoice for St Lighting power to 30th Sept	Actioned
23/09/2002	I-2002-254-MHH	NCC-Highways	Salt bins - intend to reduce to one	File
23/09/2002	I-2002-255-MHH	CAB	Invite to AGM on 26th Sept	Declined
23/09/2002	I-2002-256-MHH	HF Com Safety Forum	Invite to meeting on 25th Sept	File
24/09/2002	I-2002-257-MHH	NALH	Hindsight magazine - issue 3 (Sept 2002)	Circulated
25/09/2002	I-2002-258-MHH	Longhurst Group	Annual Report	File
25/09/2002	I-2002-259-MHH	ENC (Standards)	Agenda for mtg. on Tues. 1st Oct 2002	File
27/09/2002	I-2002-260-MHH	ABB	St Lighting Invoice to 30th September 2002	Actioned
28/09/2002	I-2002-261-MHH	ENC (Lisa Meads)	Webcast of ENC mtg. on 14th Oct	File
28/09/2002	I-2002-262-MHH	ENC (Planning)	Planning application for extension to 15 Duchy Close	Actioned
30/09/2002	I-2002-263-MHH	N'ton General Hospital	Invite to AGM on 25th Sept & Annual Report	Circulated
30/09/2002	I-2002-264-MHH	Info Commission	Freedom of Information Act 2000 - model publication scheme	Awaiting
30/09/2002	I-2002-265-MHH	ENC	Councillors Info Circular (September 2002)	File
30/09/2002	I-2002-266-MHH	ENC- Mick Bowerman	Leaflets on public speaking at meetings	File
30/09/2002	I-2002-267-MHH	Countryside Agency	Doorstep Greens Initiative leaflet	File
02/10/2002	I-2002-268-MHH	NCC-Highways	E-mail confirming letter O-2002-084-MHH	File
02/10/2002	I-2002-269-MHH	Volunteer Centre	Posters for Flexicare carers support service	File
03/10/2002	I-2002-270-MHH	A.R.Dale	Claim for Newsletter printing expenses	Actioned
03/10/2002	I-2002-271-MHH	Victim Support	Thank you letter	File
04/10/2002	I-2002-272-MHH	EMDA	Strategy review - consultation process	File
05/10/2002	I-2002-273-MHH	ABB	Reminder for invoice I-2002-260-MHH	File
05/10/2002	I-2002-274-MHH	ENC	Poster for EN Business Partnership Mtg. on 16th Oct	File
05/10/2002	I-2002-275-MHH	NWB	September Statements	Checked
05/10/2002	I-2002-276-MHH	A.R.Dale	Claim for Village Appraisal printing expenses	Actioned
05/10/2002	I-2002-277-MHH	NCC-Highways	Quote for Raunds Road Traffic calming scheme	Actioned
07/10/2002	I-2002-278-MHH	ENC	Jubilee Grant Scheme - cheque	Actioned

Chelveston-cum-Caldecott Parish Council
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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2002						
09/09/2002	O-2002-070-MHH	NWB	Change of address for correspondance (to RFO)	Posted		
09/09/2002	O-2002-071-MHH	7 P.Cllrs & 3 D.Cllrs	Minutes of Mtg 0206	Delivered		O/2002/071/MHH
09/09/2002	O-2002-072-MHH	Victim Support	Donation	Posted	0205.7.2	I/2002/145/MHH
09/09/2002	O-2002-073-MHH	ENC	Payment	Posted	0206.6.1	I/2002/179/MHH
09/09/2002	O-2002-074-MHH	ABB	Payment	Posted	0206.6.1	I/2002/200/MHH
10/09/2002	O-2002-075-MHH	Lindsey Teak	Payment	Posted	0206.6.1	I/2002/248/MHH
10/09/2002	O-2002-076-MHH	ENC	Request for grant payment (Jubilee Grant Scheme)	Posted	0206.7.10	I/2002/192/MHH
12/09/2002	O-2002-077-MHH	NCC - Area Cmtee	Gating going ahead - how to apply for funds	Posted	0206.7.2	I/2002/190/MHH
14/09/2002	O-2002-078-MHH	NCC Highways	Local Management of salt bins	Posted	0206.11	I/2002/225/MHH
14/09/2002	O-2002-079-MHH	ENC -Sue Johnson	Ext of Dog (Fouling) Act designated area	Posted	0206.1	I/2002/214/MHH
26/09/2002	O-2002-080-MHH	EN Housing	Lighting of garages in Hillside	Posted	0206.17	
30/09/2002	O-2002-081-MHH	7 P.Cllrs & 3 D.Cllrs	Agenda for Mtg 0207	Delivered		O/2002/081/MHH
30/09/2002	O-2002-082-MHH	NALC	Delegates to NALC Annual Mtg & Conference	Posted	0206.15	
30/09/2002	O-2002-083-MHH	NCC Highways	Grass cutting - Opt out & Rebate	Posted	0206.7.4	
30/09/2002	O-2002-084-MHH	NCC Highways	Salt bins	Posted		I/2002/254/MHH
07/10/2002	O-2002-085-MHH	M.H.Hunter	Contract Amendment No.1 to Clerk's contract	Delivered	0207.9	

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

S&P= Supply + Print

Date	Item	A4 S & P @ 3p	Post pence	DL Env @ 3p	A4 Env @ 15p	Copy @ 3p	Punched Pocket @ 3p	Fone Calls @ 5p	Mileage @ 49.4p/mile	Other
09/09/2002	NWB - Change of address for statements	1	19	1		1				
09/09/2002	Minutes 0206 to 3 D.Cllrs	11	57		3	22				
09/09/2002	Minutes 0206 to 7 P.Cllrs	11			7	66				
09/09/2002	Victim Support - donation	1	19	1		1				
09/09/2002	ENC - Payment for grass cutting		19	1						
09/09/2002	ABB - Payment for Lamp No 5		19	1						
10/09/2002	Lindsey Teak - Payment for bench		19	1						
10/09/2002	ENC - Claim for Jubilee Grant	1	19	1		1				
12/09/2002	NCC - Area Cmte - how to get funds?	1	19	1		1				
14/09/2002	NCC - Salt bin management	1	19	1		1				
14/09/2002	ENC - Ext Dog (Fouling) Act area	1	19	1		1				
23/09/2002	NCC - Geoff Emmins (salt bins)							1		
24/09/2002	CAB - decline AGM attendance		19	1						
24/09/2002	ENC - workshop choices form		19	1						
26/09/2002	EN Housing - garages on Hillside	1	19	1		1				
30/09/2002	Agenda 0207 to 3 D.Cllrs	1	57	3		2				
30/09/2002	Agenda 0207 to 7 P.Cllrs	6		7		36				
30/09/2002	NALC - delegates to AGM/Conf		19	1		1				30
30/09/2002	NCC - Salt bin management	1	19	1		1				
30/09/2002	NCC - Grass Cutting opt out / rebate	1	19	1		1				
	TOTALS	£1.14	£3.99	£0.75	£1.50	£4.08	£0.00	£0.05	£0.00	£30.00

TOTAL VALUE = £41.51