

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Parish Council Meeting

3rd February 2003

Meeting Number 0302

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30pm - Monday 3rd February 2003** in the Chelveston Village Hall.

Present :- Councillors : Cllr. A.J.Palfreeman (Chairman)
 Cllr A.R.Dale (Vice-chairman)
 Cllr. M.L.Foulger
 Cllr R.A.Meeson
 Cllr P.S.Logue
 Cllr M.J.Izzard
 Cllr S.E.Stopps

Clerk: Mr. M.H.Hunter

Public: Cllr Gell (after item 5.1)
 Mr M.Marks & 17 other members of the public

1 Open Forum

- 1.1 Cllr Palfreeman explained that this would last for a maximum of 15 minutes, before the meeting formally started. It provided the public an opportunity to comment on the agenda items.

17 members of the public attended the meeting to voice their objections to the NCC Highways proposal to close the B645 Kimbolton Rd lay-by. Mr Marks advised the Council that he had only asked NCC as an enquiry and hadn't expected such a reaction to it.

2 Apologies Received

- 2.1 Cllr Palfreeman opened the meeting at 7:40 p.m. and welcomed everyone to the meeting. He asked for any apologies. Apologies received from Cllr Saunston (ENC mtg.). Cllr Dale advised he would have to leave early. Cllr Palfreeman proposed these be accepted and were so agreed by the Council.

3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 None.

4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting **0301 – 13th January 2003** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0301** with no alterations.

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

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5 Planning Matters

5.1 NCC Highways – Proposal to close the B645 Kimbolton Road Lay-by.

Cllr Palfreeman explained that NCC Highways had been approached by the owner of Greenacres to close the lay-by and transfer the land to the frontagers. No formal application had been made at this time, but the Council's views were requested. A letter had been received from the residents of Tanglefoot & 1 Kimbolton Rd, against the closure.

The meeting resolved to object to the proposal and instructed the Clerk to inform NCC that the lay-by was an important amenity and should be maintained and improved.

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

6 Financial Transactions *Cllr Gell arrived at this point*

6.1 No invoices are due this meeting, but a request for a donation has been received from the CAB (last granted £25 in March 2002). The meeting resolved to donate £25 and authorise the appropriate cheques to be signed.

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

6.2 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 Dale
Seconded by: Cllr Meeson
Decision: Unanimous

The opening balance for the meeting was	£7,745.32
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Receipts since the last meeting

None	£0.00
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Sub-total	£7,745.32
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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2002.44	CAB	Donation (S142 payment)	000459	£25.00
2002.45	M.H.Hunter	Expenses (to 0302)	000460	£116.81

Total Expenditure this meeting	£141.81
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Closing Balance for this meeting	£7,603.51
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6.3 The bank statements for the month of January has not yet been received or reconciled.

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. Cllr Foulger was awaiting confirmation from NCC legal before the Council took action to remove the signs.

An alternate quote for "Children Ahead" signs for Water Lane and a sign to the Village Hall – Cllr Foulger advised no progress.

7.2 Traffic Calming Measures

The Clerk advised that WS Atkins were due to start on the Raunds Road scheme during second week in February.

Cllr Palfreeman advised the Clerk had sent out a draft of the Integrated Traffic Management Plan 2003-2007 with the agendas for the Cllrs to comment on. Cllr Dale had some amendments to be added and suggested the plan should be the main theme of the 2003 APA, prior to adoption by the Council.

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 were not yet able to recommend a suitable lamp to replace.

7.4 Grass Cutting Contract

The Clerk advised ENC had delivered the requested insurance cover, which had been forwarded to NCC for the S136 agreement. The expected grant will be £476.33. Provisional cost of the ENC contract will be £1,707.84.

7.5 Millennium Footpath

Cllr Palfreeman advised no further progress.

7.6 305th BG Memorial opposite JST

The Clerk advised he had contacted NCC legal for a boundary map of the site. The Clerk was currently writing to the statutory undertakers for the license agreement. Cllr Dale asked the Clerk to ascertain the NCC licence fee.

7.7 Parish Web site (www.chelveston.org.uk)

The Clerk showed a print of what the site currently looked like. E-mail forwarding from the site had been tested.

Northampton School for Boys had acknowledged the Councils request for assistance and were expecting to start the scheme in summer 2003 subject to DfES approval.

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8 Flooding of the B645 (Higham Road & Foot Lane)

The Clerk advised the Colin Gilder had confirmed JST had cleared out the culvert under the factory and that a grille was to be fitted to the road entrance. A site meeting including NCC, AW, ENC, etc was to be held, but Colin Gilder was on holiday until 10th February.

Cllr Foulger advised that 14" of rain had fallen since October 2002, compared with a yearly average of 25".

9 Alteration to Standing Orders

Cllr Palfreeman explained this item had been adjourned from the last meeting under standing order 1.4 to allow the Cllrs time to consider the implications of the changes.

The meeting resolved to:

- 9.1 Delete Standing Orders 2b(v) and 13.2 second sentence.

Add Standing Order 15 "*Executive powers are delegated to the Chairman, Vice-Chairman and Responsible Financial Officer (acting together), following consultation with the Clerk to the Council, for matters which require a decision before the next ordinary meeting.*"

Proposed by: Cllr Foulger

Seconded by: Cllr Stopps

Decision: Unanimous

- 10 **Integrated Traffic Management Plan** *Cllr Dale left the meeting at this point*

Dealt with under item 7.2.

11 Visits, Training & Courses.

The Clerk advised of the following –

Tues. 4th Feb: NCC Area Cmmttee mtg. @ 14:00 at Crow Hill Comm. Centre, Irthlingborough

Mon. 17th Feb: Raunds Comm. Safety Forum mtg. @ 19:30 at Stanwick schoolrooms.

12 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:

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

Proposed by: Cllr Meeson

Seconded by: Cllr Logue

Decision: Unanimous

13 Councillor's Reports

The Clerk advised that ENC would be sending a litterbin key, which he would forward to Cllr Izzard.

The Clerk advised that the Rural Youth workers from the Moor Rd Centre, Rushden wished to address the Council at it's next meting. The Council so agreed.

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Date of Next Meeting:

Ordinary meeting on 10th March 2003 at 7.30.p.m. in the Chelveston Village Hall.

The Meeting closed at 8:02 p.m.

Issued on 8th February

Pages 762 – 770 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
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Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2003				
13/01/2003	I-2003-017-MHH	Alan Freeman	Copy of complaint to AW & WS Atkins about Foot Lane flooding	File
15/01/2003	I-2003-018-MHH	ENC	Agenda of ENC Standards Board meeting on 21st January 2003	File
16/01/2003	I-2003-019-MHH	Clarence	Lamp failure (not in this parish!)	File
16/01/2003	I-2003-020-MHH	NCC (Richard Reed)	Proposed closure of B645 layby (Kimbolton Rd)	Actioned
18/01/2003	I-2003-021-MHH	ENC	Agenda of ENC Standards Board meeting on 21st January 2003	File
18/01/2003	I-2003-022-MHH	NCC (Sam Ward)	Rural youth workers at Moor Rd, Rushden offering services	Awaiting
21/01/2003	I-2003-023-MHH	Tresham Institute	Transport questionnaire from student	Actioned
24/01/2003	I-2003-024-MHH	ENC (Katie Sheldrick)	Reminder for Local Strategic Partnership Mtg.	File
25/01/2003	I-2003-025-MHH	CAB	Request for donation	Actioned
27/01/2003	I-2003-026-MHH	Northampton School	Info on web site project	File
27/01/2003	I-2003-027-MHH	ENC	Contractors liability insurance	File
30/01/2002	I-2003-028-MHH	ENC (M.Bates)	Bus tokens for 2003 & forms	File
31/01/2003	I-2003-029-MHH	Raunds CS Forum	Minutes of 18th November 2002 & Agenda for 17th February 2003	File
01/02/2003	I-2003-030-MHH	ENC	Councillors Information Circular (January 2003)	File
02/02/2003	I-2003-031-MHH	Mr & Mrs Shilham	Comments against closure of B645 lay-by	File
03/02/2003	I-2003-032-MHH	ENC (R.Bradshaw)	Grass cutting agreement for 2003	Actioned
03/02/2003	I-2003-033-MHH	NCC (Area Cmmttee)	Agenda for mtg on 4th February 2003	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2003						
13/01/2003	O-2003-003-MHH	7 P.Cllrs & 3 D.Cllrs	Minutes of Mtg 0301	Delivered		
14/01/2003	O-2003-004-MHH	ENC (Planning)	Planning application response for EN/02/01038/FUL	Posted	0301.5.1	I-2002-358-MHH
14/01/2003	O-2003-005-MHH	ENC (Planning)	Planning application response for EN/02/01055/FUL	Posted	0301.5.2	I-2002-359-MHH
14/01/2003	O-2003-006-MHH	ENC (Planning)	Planning application response for EN/02/01093/CWN	Posted	0301.5.3	I-2003-007-MHH
14/01/2003	O-2003-007-MHH	ENC (Planning)	Planning application response for EN/03/00010/LBC	Posted	0301.5.5	I-2003-012-MHH
14/01/2003	O-2003-008-MHH	ENC (Planning)	Planning application response for EN/03/00009/FUL	Posted	0301.5.4	I-2003-013-MHH
14/01/2003	O-2003-009-MHH	ENC (Rob Austin)	Precept request for 2003/4	Posted	0301.9	I-2002-309-MHH
16/01/2003	O-2003-010-MHH	HLB AV Audit	Payment of invoice	Posted	0301.6.1	I-2002-356-MHH
16/01/2003	O-2003-011-MHH	Powergen	Payment of invoice	Posted	0301.6.1	I-2002-362-MHH
16/01/2003	O-2003-012-MHH	ABB	Payment of invoice	Posted	0301.6.1	I-2003-005-MHH
17/01/2003	O-2003-013-MHH	Northampton School	Web-site development	Posted	0301.11	I-2002-319-MHH
18/01/2003	O-2003-014-MHH	ENC (Richard Hankin)	Request for ENC to carry out verge cutting this year	Posted	0301.7.4	I-2003-014-MHH
18/01/2003	O-2003-015-MHH	ENC (Karen Horner)	Response to Village Confines	Posted	0301.8	I-2003-308-MHH
25/01/2003	O-2003-016-MHH	NCC Highways	Integrated Traffic Management Plan	Draft		
25/01/2003	O-2003-017-MHH	EN Housing	State of play at No 8 Sawyers Crescent	Posted	0301.17	
27/01/2003	O-2003-018-MHH	NCC Highways	S136 agreement for grass cutting	Posted	0301.7.4	I-2002-352-MHH
27/01/2003	O-2003-019-MHH	ENC (Cherry French)	Additional litterbin (Bid(e)well Lane)	Posted	0301.17	
29/01/2003	O-2003-020-MHH	7 P.Cllrs & 3 D.Cllrs	Agenda for mtg 0302	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2002/2003

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq.No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories
2002.15	28/06/2002	I/2002/166/MHH	NWB	Interest	Bank C	£9.19	£0.00	£9.19	£11,185.08	Misc. Receipts		
2002.16	09/09/2002	I/2002/179/MHH	ENC	Grass cutting to Apr - Jun	000436 C	-£736.51	£0.00	-£736.51	£10,448.57	Grass Cutting	0206.6.1	ARD, PSL, SES
2002.17	09/09/2002	I/2002/200/MHH	ABB	St Light Replacement	000437 C	-£554.00	-£96.95	-£650.95	£9,797.62	St Light Repairs	0206.6.1	ARD, PSL, SES
2002.18	09/09/2002	I/2002/248/MHH	Lindsey Teak	Bench	000438 C	-£270.00	-£47.25	-£317.25	£9,480.37	S137	0206.6.1	ARD, PSL, SES
2002.19	09/09/2002	I/2002/233/MHH	Robert Thompson	Expenses for Hillside	000439 C	-£25.30	£0.00	-£25.30	£9,455.07	Gen. Admin	0206.6.2	ARD, PSL, SES
2002.20	09/09/2002	O/2002/071/MHH	M.H.Hunter	Expenses to 0206	000440 C	-£13.69	£0.00	-£13.69	£9,441.38	Gen. Admin	0206.6.3	ARD, PSL, SES
2002.21	07/10/2002	I/2002/253/MHH	Powergen	St Lighting Energy to 30/09/02	000441 C	-£228.00	-£39.90	-£267.90	£9,173.48	St Lighting	0207.6.1	MLF, AJP, SES
2002.22	07/10/2002	I/2002/260/MHH	ABB	St Lighting Maint to 30/09/02	000442 C	-£101.60	-£17.78	-£119.38	£9,054.10	St Lighting	0207.6.1	MLF, AJP, SES
2002.23	07/10/2002	O/2002/086/MHH	M.H.Hunter	Expenses to 0207	000443 C	-£41.51	£0.00	-£41.51	£9,012.59	Gen. Admin	0207.6.3	MLF, AJP, SES
2002.24	07/10/2002	I/2002/270/MHH	A.R.Dale	Newsletter printing	000444 C	-£16.25	£0.00	-£16.25	£8,996.34	Gen. Admin	0207.6.2	MLF, AJP, SES
2002.25	07/10/2002	I/2002/277/MHH	NCC	Raunds Rd traffic calming	000445 C	-£2,800.00	-£490.00	-£3,290.00	£5,706.34	Traffic Calming	0207.6.1	MLF, AJP, SES
2002.26	07/10/2002	I/2002/276/MHH	A.R.Dale	Village Appraisal printing	000446 C	-£102.00	-£17.85	-£119.85	£5,586.49	Gen. Admin	0207.6.2	MLF, AJP, SES
2002.27	30/09/2002	I/2002/275/MHH	NWB	Interest	Bank C	£9.60	£0.00	£9.60	£5,596.09	Misc. Receipts		
2002.28	07/10/2002	I/2002/278/MHH	ENC	Jubilee grant	100004 C	£200.00	£0.00	£200.00	£5,796.09	Misc. Receipts		
2002.29	31/10/2002	I/2002/289/MHH	NCC (Area committee)	Traffic calming grant	100005 C	£2,500.00	£0.00	£2,500.00	£8,296.09	Misc. Receipts		
2002.30	11/11/2002	I/2002/283/MHH	ENC	Grass cutting to Jul -Sept	000447 C	-£782.16	£0.00	-£782.16	£7,513.93	Grass Cutting	0208.6.1	ARD, PSL, SES
2002.31	11/11/2002	I/2002/296/MHH	Village Hall Cmmtee	Village Hall hire	000448 C	-£67.50	£0.00	-£67.50	£7,446.43	Gen. Admin	0208.6.1	ARD, PSL, SES
2002.32	11/11/2002	I/2002/297/MHH	M.L.Foulger	Poppy Wreath	000449 C	-£15.00	£0.00	-£15.00	£7,431.43	S137	0208.6.2	ARD, PSL, SES
2002.33	11/11/2002	I/2002/311/MHH	Star & Garter	Donation	000450 C	-£150.00	£0.00	-£150.00	£7,281.43	S137	0208.6.3	ARD, PSL, SES
2002.34	11/11/2002	O/2002/098/MHH	M.H.Hunter	Expenses to 0208	000451 C	-£79.31	£0.00	-£79.31	£7,202.12	Gen. Admin	0208.6.4	ARD, PSL, SES
2002.35	12/11/2002	I/2002/312/MHH	HM Customs/Excise	Vat refund	BACS C	£870.22	£0.00	£870.22	£8,072.34	Vat		
2002.36	03/12/2002	I/2002/336/MHH	NCC	Grant cutting grant	100006 C	£476.33	£0.00	£476.33	£8,548.67	Misc. Receipts		
2002.37	02/12/2002	I/2002/324/MHH	SLCC	SLCC fee	000452 C	-£24.00	£0.00	-£24.00	£8,524.67	Gen. Admin	0209.5.2	AJP, PSL, MJI
2002.38	02/12/2002	I/2002/325/MHH	Risdene Press	Village Appraisal results printing	000453 C	-£187.50	-£32.81	-£220.31	£8,304.36	Gen. Admin	0209.5.2	AJP, PSL, MJI
2002.39	02/12/2002	O/2002/111/MHH	M.H.Hunter	Expenses to 0209	000454 C	-£16.02	£0.00	-£16.02	£8,288.34	Gen. Admin	0209.5.3	AJP, PSL, MJI
2002.40	13/01/2003	I/2002/356/MHH	HLB AV Audit	External Audit fees	000455	-£120.00	-£21.00	-£141.00	£8,147.34	Gen. Admin	0301.6.1	MLF, ARD, PSL
2002.41	13/01/2003	I/2002/362/MHH	Powergen	St Lighting Energy to 31/12/02	000456	-£228.00	-£39.90	-£267.90	£7,879.44	St Lighting	0301.6.1	MLF, ARD, PSL
2002.42	13/01/2003	I/2003/005/MHH	ABB	St Lighting Maint to 31/12/02	000457	-£101.60	-£17.78	-£119.38	£7,760.06	St Lighting	0301.6.1	MLF, ARD, PSL
2002.43	13/01/2003	O/2003/003/MHH	M.H.Hunter	Expenses to 0301	000458	-£14.74	£0.00	-£14.74	£7,745.32	Gen. Admin	0301.6.2	MLF, ARD, PSL
2002.44	03/02/2003	I/2003/025/MHH	CAB	Donation	000459	-£25.00	£0.00	-£25.00	£7,720.32	Gen. Admin	0302.6.1	MLF, PSL, SES
2002.45	03/02/2003	I/2003/020/MHH	M.H.Hunter	Expenses to 0302	000460	-£116.81	£0.00	-£116.81	£7,603.51	Gen. Admin	0302.6.2	MLF, PSL, SES
Balance C/F						£834.78	-£935.70	£7,603.51	£7,603.51			

[Database categories are hidden in Column Q]

Category	Amount	Vat	Total
Brought Forward	£0.00	£0.00	£7,704.43
Precept	£5,000.00	£0.00	£5,000.00
Misc. Receipts	£3,195.12	£0.00	£3,195.12
Vat refund	£870.22	£0.00	£870.22
Income	£9,065.34	£0.00	£16,769.77
Clerk's Salary	£0.00	£0.00	£0.00
Gen. Admin	-£1,364.02	-£71.66	-£1,435.68
St Lighting	-£1,313.37	-£229.84	-£1,543.21
St Lighting repairs	-£554.00	-£96.95	-£650.95
St Lighting (new)	£0.00	£0.00	£0.00
Grass Cutting	-£1,764.17	£0.00	-£1,764.17
Traffic Calming	-£2,800.00	-£490.00	-£3,290.00
Village Hall	£0.00	£0.00	£0.00
Misc. Expenses	£0.00	£0.00	£0.00
S137	-£435.00	-£47.25	-£482.25
Expenditure	-£8,230.56	-£935.70	-£9,166.26
Income + Expenditure	£834.78	-£935.70	£7,603.51

Audit tables	
Brought Forwad	£7,704.43
Precept	£5,000.00
Other income	£4,065.34
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£9,166.26
Balance	£7,603.51
Bank books	#
Assests	£0.00
Borrowing	£0.00

= check statements

**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 @ 10p	Copy @ 3p	Punched Pocket @ 3p	Fone Calls @ 5p	Mileage @ 49.4p/mile	Other
16/01/2003	DABS - CD writer									70.02
16/01/2003	HLB AV Audit - payment of invoice		19	1		1				
16/01/2003	Powergen - payment of invoice		19	1						
16/01/2003	ABB - payment of invoice		19	1						
17/01/2003	ENC - confirmation of grass cutting	1	19	1		1				
18/01/2003	ENC - Village confines	4	19	1		4				
19/01/2003	Easyspace - Website									35.11
23/01/2003	Minutes 0301 - 3 D.Cllrs	18	57		3	36				
23/01/2003	Minutes 0301 - 7 P.Cllrs & file	18				126				
27/01/2003	NCC - S136 agreement for grass cutting		19	1		2				
27/01/2003	ENC - New litterbin request	1	19	1		1				
29/01/2003	Agenda 0302 - 3 D.Cllrs	1	57	3		2				
29/01/2003	Agenda 0302 - 7 P.Cllrs & file	8		7		56				
TOTALS		£1.53	£2.47	£0.51	£0.30	£6.87	£0.00	£0.00	£0.00	£105.13

TOTAL VALUE = £116.81