

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of an Ordinary Parish Council Meeting

**10<sup>th</sup> March 2003**

#### Meeting Number 0303

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30pm - Monday 10<sup>th</sup> March 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	

Clerk: Mr. M.H.Hunter

Public: Nick Turk (Rural Youth Worker)  
6 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.

Peter Mommersteeg commented on the density of the Poplar Farm development and the design. Chris Pentland commented that as the development represented a 50% increase in the village, the character would alter. He was not opposed to a smaller development, but wanted to see details of the properties. David Kightley was concerned that this would lead to further expansion in adjacent fields to the proposed development.

#### **2 Apologies Received**

- 2.1 Cllr Palfreeman opened the meeting at 7:44 p.m. and welcomed everyone to the meeting. He asked for any apologies. Apologies received from Cllr Stopps (family illness) & Cllr Saunston (previous engagement). 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 Cllr Palfreeman declared a prejudicial interest in item 5.1

#### **4 Minutes of Previous Meetings**

The minutes of the Ordinary Meeting **0302 – 3<sup>rd</sup> February 2003** had been circulated.

**The meeting resolved to:**

- 4.1 Approve the minutes of meeting **0302** with no alterations.

<b>Proposed by:</b>	<b>Cllr Foulger</b>
<b>Seconded by:</b>	<b>Cllr Logue</b>
<b>Decision:</b>	<b>Unanimous</b>

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*Item 8 was brought forward.*

### 5 Planning Matters

#### 5.1 EN/03/00119/OUT – Outline application to build 10 houses at Poplar Farm, Caldecott

Cllr Palfreeman explained that as he had declared an interest, he would take no further part in this item and the Vice-chairman would chair this part of the meeting.

Cllr Dale quoted the village appraisal on acceptable developments, the problems facing the landowner and the alternatives of relocating all the transport operations to Poplar Farm. The landowner wished to develop the site in partnership with a builder over a period of 4 years, rather than sell to a property developer.

The Cllrs debated the proposal and commented on; breaching the current “restricted infill” guidelines, inappropriate development, car parking issues, lack of detail design, concern about the access road, expansion to a higher number of houses once outline permission was granted and the layout. The garages for the 3 barn conversions were discussed, since some of the garages were in the site.

The Clerk advised that should the Council agree to support a future development, it should seek section 106 agreements (through ENC) for a footpath along front of development and 2 streetlights (1 by junction, 1 further in), which would be adopted by Council.

The meeting agreed to object to the outline planning application as presented, on the grounds of housing density, inappropriate development, car parking and not in keeping with the character of the village, but to add a comment that the Council would welcome the opportunity to work with ENC and the landowner to arrive at a development that was acceptable.

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

Cllr Palfreeman resumed chair of the meeting.

### 6 Financial Transactions

6.1 The Clerk had explored different accounts to provide a better rate of interest than currently enjoyed. The selected bank was Abbey National. All Cllrs would be signatories, with any 3 signatures required to sign the cheques. No telephone or e-banking cards would be issued to Cllrs. The Clerk would hold cheque & paying-in books. Statements would be sent to the RFO. The Clerk would be issued with an Operators card to allow limited telephone & e-banking, in order to move funds between Current & Reserve accounts and would be responsible for maintaining sufficient funds in the current account. Both accounts would be opened with £1,000.

6.2 The meeting resolved to open the new accounts as above and authorise the appropriate cheques to be signed. The Clerk was instructed to contact the Cllrs after the May elections to arrange for the necessary identification paperwork to open the accounts.

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

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- 6.3 A request for donations had been received from the Winged Fellowship Trust (no previous payment). The meeting resolved not to support this request.

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

- 6.4 The following invoices were due – NALH & NALC subscriptions for 2003. The meeting resolved to approve all of these payments & authorise the appropriate cheques to be signed

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

- 6.5 Cllr Dale proposed that Cllr Palfreeman be paid the Chairman's Allowance (£80). Cllr Palfreeman opted not to claim the allowance. This decision is without prejudice.

- 6.6 The Clerk's Salary (£1) for the year was due. In keeping with tradition established by Cllr Dale during his Chairmanship, Cllr Palfreeman donated the Clerk's Salary.

- 6.7 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 Foulger  
**Seconded by:** Cllr Meeson  
**Decision:** Unanimous

<b>The opening balance for the meeting was</b>	<b>£7,603.51</b>
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**Receipts since the last meeting**

2002.46 Interest (to 31 <sup>st</sup> December 2002)	£7.46
2002.52 Transfer from NatWest 1	£1,000.00
2002.53 Transfer from NatWest 2	£1,000.00
2002.54 Donation of Clerk's salary	£1.00

<b>Sub-total</b>	<b>£9,611.97</b>
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**Payments to be made this meeting**

Number	Payee	Item	Cheque	Amount
2002.47	NALH	Subscription 2003	000461	£5.00
2002.48	NALC	Subscription 2003	000462	£83.00
2002.49	Parish Council	Transfer to Abbey National 1	000463	£1,000.00
2002.50	Parish Council	Transfer to Abbey National 2	000464	£1,000.00
2002.51	M.H.Hunter	Expenses (to 0303)	000465	£119.78
2002.55	M.H.Hunter	Salary (2002/2003)	Cash	£1.00

<b>Total Expenditure this meeting</b>	<b>£2,208.78</b>
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<b>Closing Balance for this meeting</b>	<b>£7,403.19</b>
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- 6.8 The bank statements for the month of February have been received & 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 from Nordis Signs for "Children Ahead" signs for Water Lane and a sign to the Village Hall – Cllr Foulger advised that he was still trying to locate someone in NCC to authorise use of these signs.

#### 7.2 Traffic Calming Measures

The Clerk advised that WS Atkins had started on the Raunds Road scheme. Cllr Izzard advised no improvement on speeding yet, but the red tarmac had yet to be done. It was commented the entrance to the village looked better.

#### 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 advised the remaining concrete posts appear safe, however concern was raised about a number of the metal bracket lamps.

#### 7.4 Grass Cutting Contract

First cut due to start in March 2003.

#### 7.5 Millennium Footpath

Cllr Palfreeman advised no further progress.

#### 7.6 305<sup>th</sup> BG Memorial opposite JST

The Clerk advised the NCC License fee was currently free. Four of the statutory undertakers had now replied, two with underground services information. The Clerk suggested the Cllrs needed to decide what the site would look like and draw up the detailed plans accordingly. Cllr Dale suggested asking for interested parties at the Star & Garter. Cllr Foulger to contact the local 305<sup>th</sup> Association for input.

#### 7.7 Parish Web site ([www.chelveston.org.uk](http://www.chelveston.org.uk))

The Clerk showed a print of what the site currently looked like. The next phase was to notify other authorities to include links on their sites and to notify the search engines.

#### 7.8 Integrated Traffic Management Plan

The Clerk issued a revised draft of the Integrated Traffic Management Plan 2003-2007. The meeting resolved to adopt the plan.

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

### 8 Rural Youth Workers *moved forward to after item 4*

- 8.1 Nick Turk of the Moor Rd Centre, Rushden, explained that he & his colleague (Sam Ward) were funded by NCC and had started on the Rural Youth scheme in December 2002. They

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were currently visiting parish councils to introduce themselves. Their target range was the 13-19 year olds and 80% had to be disabled/disadvantaged/excluded teenagers. Four main themes were sexual health, drug & alcohol misuse, juvenile crime & disorder and education. They were also conducting a youth survey through the schools.

- 8.2 Cllr Dale advised there were 14 children 11-16 and 28 children 8-10 in the village at the moment. Youth groups had been tried locally (approx. 4 years ago) but had not been supported. However activities in Raunds (cubs, judo classes, football, etc) did seem to attract local children.
- 8.3 Nick Turk cited an example in Kings Cliffe that they were hoping to use elsewhere, where they children were transported to one activity centre, which was fully resourced, rather than a number of under-utilised schemes. Some literature will shortly be available, which will be sent to the Council.

### 9 Flooding of the B645 (Higham Road & Foot Lane)

The Clerk advised the Colin Gilder had confirmed a grille had been fitted to the road entrance. A site meeting including NCC, Environment Agency, Anglian Water, ENC, JST, etc was to be held on Mon 17<sup>th</sup> March. Cllr Foulger would represent the Council.

### 10 Decriminalisation of Car Parking.

Cllr Palfreeman explained that this concerned the setting up of a NCC operated traffic warden scheme. An implication of the scheme was that to break even, off-road as well as on-road parking would have to become chargeable. ENC was concerned that the removal of the free car parking within the district would be detrimental to the shops and businesses. The views of the Town & Parish Councils were therefore being sought.

The meeting resolved to oppose the scheme & instructed the Clerk to inform ENC accordingly.

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

### 11 Parish Council Elections 2003.

The Clerk advised that the Statutory Notices had been displayed. The nomination packs were issued to the current Cllrs. Other candidates were to contact ENC for nomination packs. Deadline for submission of completed forms was noon on Tuesday 1<sup>st</sup> April 2003. If the election were to be contested, then polling day would be Thursday 1<sup>st</sup> May 2003.

If the district ward were to be contested, then ENC would pay for both the district & parish Poll cards. Were the districted to be uncontested, but the parish contested, the parish would have to pay the cost of the poll cards (approx. £100). However, poll cards are not compulsory for parish elections, so the Council must decide if it wanted them.

The meeting resolved to fund the poll cards & instructed the Clerk to inform ENC accordingly.

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

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### 12 Visits, Training & Courses.

The Clerk advised of the following –

Mon 24<sup>th</sup> Mar: NCC Structure Plan Review @ 17:45 at Guildhall, Northampton.

Thurs 27<sup>th</sup> Mar: SBE roadshow @ 17:30 at County Hall, West Bridgford, Nottingham.

### 13 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.

- 13.1 The meeting resolved to approve the Council Correspondence Logs and the various actions required dealing with each item.

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

### 14 Councillor's Reports

The Clerk presented Cllr Izzard with the keys to the litterbins.

The Clerk advised that NCC had confirmed the B645 (Kimbolton Rd) Lay-by would not be closed.

The Clerk advised that a Community Premises Entertainment License had been sought by the Village Hall. In view of the short timescale, the Clerk had notified the Licensing Committee that the Council supported the application.

The Clerk advised that the village confines would be issued as a draft SPG for further consultation in late summer 2003.

Cllr Foulger raised the timing of Operation Spring Clean. Cllr Dale offered to do Water Lane, Hillside & Sawyer's Crescent on weekend 15/16 March. Cllr Izzard offered to do Raunds Rd & Cllr Meeson Kimbolton Rd & the Lay-by.

### Date of Next Meeting:

Annual Parish Assembly on 7<sup>th</sup> April 2003 at 7.30.pm. in the Chelveston Village Hall.

Optional Meeting (if required) immediately afterwards.

Annual Meeting (new Council) on 12<sup>th</sup> May 2003 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 9:01 p.m.

**Issued on 20<sup>th</sup> March 2003**

**Pages 771 – 780 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

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
2002.00	01/04/2002		<b>Opening Balance</b>	<b>Brought Forward</b>	<b>Bt Fwd</b>			<b>£7,704.43</b>	<b>£7,704.43</b>			
2002.21	07/10/2002	I/2002/253/MHH	Powergen	St Lighting Energy to 30/09/02	000441	-£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	-£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	-£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	-£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	-£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	-£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	£9.60	£0.00	£9.60	£5,596.09	Misc. Receipts		
2002.28	07/10/2002	I/2002/278/MHH	ENC	Jubilee grant	100004	£200.00	£0.00	£200.00	<b>£5,796.09</b>	Misc. Receipts		
2002.29	31/10/2002	I/2002/289/MHH	NCC (Area committee)	Traffic calming grant	100005	£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	-£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 Cmmttee	Village Hall hire	000448	-£67.50	£0.00	-£67.50	£7,446.43	Hall	0208.6.1	ARD, PSL, SES
2002.32	11/11/2002	I/2002/297/MHH	M.L.Foulger	Poppy Wreath	000449	-£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	-£150.00	£0.00	-£150.00	£7,281.43	Gen. Admin	0208.6.3	ARD, PSL, SES
2002.34	11/11/2002	O/2002/098/MHH	M.H.Hunter	Expenses to 0208	000451	-£79.31	£0.00	-£79.31	<b>£7,202.12</b>	Gen. Admin	0208.6.4	ARD, PSL, SES
2002.35	12/11/2002	I/2002/312/MHH	HM Customs/Excise	Vat refund	BACS	£870.22	£0.00	£870.22	£8,072.34	Vat		
2002.36	03/12/2002	I/2002/336/MHH	NCC	Grant cutting grant	100006	£476.33	£0.00	£476.33	£8,548.67	Misc. Receipts		
2002.37	02/12/2002	I/2002/324/MHH	SLCC	SLCC fee	000452	-£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	-£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	-£16.02	£0.00	-£16.02	<b>£8,288.34</b>	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	<b>£7,745.32</b>	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	<b>£7,603.51</b>	Gen. Admin	0302.6.2	MLF, PSL, SES
2002.46	31/12/2002	I/2003/042/MHH	NWB	Interest	Bank	£7.46	£0.00	£7.46	£7,610.97	Misc. Receipts		
2002.47	10/03/2003	I/2003/064/MHH	NALH	Subscription 2003	000461	-£5.00	£0.00	-£5.00	£7,605.97	Gen. Admin	0303.6.4	MLF, RAM, MJI
2002.48	10/03/2003	I/2003/072/MHH	NALC	Subscription 2003	000462	-£83.00	£0.00	-£83.00	£7,522.97	Gen. Admin	0303.6.4	MLF, RAM, MJI
2002.49	10/03/2003		Parish Council	Transfer to Abbey National 1	000463	-£1,000.00	£0.00	-£1,000.00	£6,522.97	Gen. Admin	0303.6.2	MLF, RAM, MJI
2002.50	10/03/2003		Parish Council	Transfer to Abbey National 2	000464	-£1,000.00	£0.00	-£1,000.00	£5,522.97	Gen. Admin	0303.6.2	MLF, RAM, MJI
2002.51	10/03/2003	O/2003/039/MHH	M.H.Hunter	Expenses to 0303	000465	-£119.78	£0.00	-£119.78	£5,403.19	Gen. Admin	0303.6.7	MLF, RAM, MJI
2002.52	10/03/2003		Parish Council	Transfer from NatWest 1		£1,000.00	£0.00	£1,000.00	£6,403.19	Gen. Admin	0303.6.2	
2002.53	10/03/2003		Parish Council	Transfer from NatWest 2		£1,000.00	£0.00	£1,000.00	£7,403.19	Gen. Admin	0303.6.2	
2002.54	10/03/2003		A.J.Palfreeman	Donation	Cash	£1.00	£0.00	£1.00	£7,404.19	Misc. Receipts	0303.6.6	
2002.55	10/03/2003		M.H.Hunter	Clerk's salary	Cash	-£1.00	£0.00	-£1.00	<b>£7,403.19</b>	Clerk's Salary	0303.6.6	
						<b>Balance C/F</b>		<b>£634.46</b>	<b>-£935.70</b>	<b>£7,403.19</b>	<b>£7,403.19</b>	

[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	£3,203.58	£0.00	£3,203.58
Vat refund	£870.22	£0.00	£870.22
<b>Income</b>	<b>£9,073.80</b>	<b>£0.00</b>	<b>£16,778.23</b>
Clerk's Salary	-£1.00	£0.00	-£1.00
Gen. Admin	-£1,654.30	-£71.66	-£1,725.96
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	-£67.50	£0.00	-£67.50
Misc. Expenses	£0.00	£0.00	£0.00
S137	-£285.00	-£47.25	-£332.25
<b>Expenditure</b>	<b>-£8,439.34</b>	<b>-£935.70</b>	<b>-£9,375.04</b>
<b>Income + Expenditure</b>	<b>£634.46</b>	<b>-£935.70</b>	<b>£7,403.19</b>

Audit tables	
Brought Forward	£7,704.43
Precept	£5,000.00
Other income	£4,073.80
Wages	£1.00
Loan interest	£0.00
Other Expenditure	£9,374.04
Balance	£7,403.19
Bank books	#
Asssets	£0.00
Borrowing	£0.00

# = check statements

Chelveston-cum-Caldecott Parish Council  
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
<b>2003</b>				
18/01/2003	I-2003-022-MHH	NCC (Sam Ward)	Rural youth workers at Moor Rd, Rushden offering services	Actioned
04/02/2003	I-2003-034-MHH	NALC	Update (January 2003)	Circulated
04/02/2003	I-2003-035-MHH	Winged Fellowship	Request for donation	Awaiting
04/02/2003	I-2003-036-MHH	NCC	Draft SPG on planning out crime	File
05/02/2003	I-2003-037-MHH	NCC legal	Boundary maps of land near 1, The Green	File
05/02/2003	I-2003-038-MHH	EN Housing	Response to Sawyers Cresnet problems	File
07/02/2003	I-2003-039-MHH	NCC (Richard Reed)	Installation of salt bins on highway	File
07/02/2003	I-2003-040-MHH	ENC (Barbara Ding)	SBE booklet "Cllrs behaving badly?"	Circulated
08/02/2003	I-2003-041-MHH	WS Atkins	B663 (Raunds Rd) culvert repairs	File
10/02/2003	I-2003-042-MHH	NWB	February Statements	File
12/02/2003	I-2003-043-MHH	CAB	Annual Report	Circulated
13/02/2003	I-2003-044-MHH	ENC (Amy White)	Application for Community Entertainment Licence for Village Hall	Actioned
13/02/2003	I-2003-045-MHH	CAB	Thank you letter for donation	File
14/02/2003	I-2003-046-MHH	ENC (Colin Ray)	Decriminalisation of Car Parking	Awaiting
15/02/2003	I-2003-047-MHH	HF CS Forum	Minutes of mtg on 15th January 2003	Circulated
15/02/2003	I-2003-048-MHH	NCC (Richard Reed)	Confirmation not to close B645 (Kimbolton Rd) Lay-by	File
15/02/2003	I-2003-049-MHH	Abbey National	Details of bank accounts	Awaiting
17/02/2003	I-2003-050-MHH	ENC (Planning)	Revised drawings of Hill House	File
17/02/2003	I-2003-051-MHH	Standards Board	Invite to roadshow on 27th March at Nottingham	File
20/02/2003	I-2003-052-MHH	L.Arnold & K.Bates	Properties to let?	Actioned
22/02/2003	I-2003-053-MHH	ENC (Planning)	Planning Permission granted for Hill House, Water Lane	File
22/02/2003	I-2003-054-MHH	EN Housing	Info on change to housing grants	File
24/02/2003	I-2003-055-MHH	ENC	Reports of Committees March 2003	Circulated
24/02/2003	I-2003-056-MHH	ENC (Planning)	Outline planning application for 10 houses at Poplar Farm, Caldecott	Awaiting
25/02/2003	I-2003-057-MHH	ENC	Agenda for mtg on 3rd March 2003	Circulated
25/02/2003	I-2003-058-MHH	ENC (Vicki Aktinson)	Parish Council elections	File
25/02/2003	I-2003-059-MHH	Serco Gulf	No objection to 305th Memorial	File
27/02/2003	I-2003-060-MHH	Northants Fire/Rescue	No objection to 305th Memorial	File
28/02/2003	I-2003-061-MHH	BT	Info on services under land near 1 The Green	File
28/02/2003	I-2003-062-MHH	ENC	Councillors Information Circular (Feb 2003)	Circulated
28/02/2003	I-2003-063-MHH	NCC (Roy Boulton)	Invite County Structure Plan Review on 24th March 2003	Awaiting
28/02/2003	I-2003-064-MHH	NALH	Hindsight (March 2003) & invoice for following year	Awaiting

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>2003</b>						
25/01/2003	O-2003-016-MHH	NCC Highways	Integrated Traffic Management Plan	Draft		
04/02/2003	O-2003-021-MHH	7 P.Cllrs & 3 D.Cllrs	Minutes of Mtg. 0302	Delivered		
04/02/2003	O-2003-022-MHH	NCC (Richard Reed)	Response to proposal to close B645 lay-by	Posted	0302.5.1	I-2003-020-MHH
05/02/2003	O-2003-023-MHH	CAB	Donation	Posted	0302.6.1	I-2003-025-MHH
05/02/2003	O-2003-024-MHH	ENC (R.Bradshaw)	Grass cutting contract	Posted	0302.7.4	I-2003-032-MHH
08/02/2003	O-2003-025-MHH	File	Amended Standing Orders 5.1	File	0302.9	
11/02/2003	O-2003-026-MHH	Christine Foulger	Response to WI request about dog bins	Posted		
11/02/2003	O-2003-027-MHH	Sam Ward	Invite to next PC mtg. to talk on Rural Youth Workers	Posted	0302.13	I-2003-022-MHH
20/02/2003	O-2003-028-MHH	Anglian Water	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-029-MHH	BT Plant Enquires	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-030-MHH	East Midlands Electricity	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-031-MHH	Energis Communications	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-032-MHH	Northants Fire & Rescue	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-033-MHH	Serco Gulf Engineering	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-034-MHH	The National Grid	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
20/02/2003	O-2003-035-MHH	Transco	Notification of 305th Memorial	Posted	0301.7.7	I-2003-005-MHH
21/02/2003	O-2003-036-MHH	L.Arnold & K.Bates	Response on properties to let	Posted		I-2003-052-MHH
23/02/2003	O-2003-037-MHH	ENC (Amy White)	Response to VH Community Entertainment License	Posted		I-2003-044-MHH
03/03/2003	O-2003-038-MHH	P.Cllrs & D.Cllrs	Agenda for Meeting 0303	Delivered		

**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	Phone Calls	Mileage @ 49.4p/mile	Other
04/02/2003	NCC - response to lay-by closure proposal	1	19	1		1				
05/02/2003	CAB - donation	1	19	1		1				
05/02/2003	ENC - grass cutting contract		19	1						
08/02/2003	File - Amended standing orders 5.1	11								
08/02/2003	Minutes 0302 - 3 D.Cllrs	9	57			3	18			
08/02/2003	Minutes 0302 - 7 P.Cllrs & file	9				7	63			
11/02/2003	Christine Foulger (Wl) - dog bins	1		1			1			
11/02/2003	Sam Ward (Youth Worker) - invite	1	19	1			1			
20/02/2003	305th BG statutory undertakers letters	8	152	8			8			
21/02/2003	SLCC induction course									70
21/02/2003	Kathryn Bates - properties to let	1	19	1			1			
23/02/2003	ENC - VH Comm Entertainment License	1	19	1			1			
24/02/2003	Copy of plans for Cllr Foulger						4			
27/02/2003	Calls to ISP (20 Nov 2002 - 19 Feb 2003)							37.72		
02/03/2003	Posters						2			
03/03/2003	Copy of Web site pages	6								
03/03/2003	Copy of draft ITMP Ver 1.4	4					28			
03/03/2003	Agenda 0303 - 3 D.Cllrs	1	57	3			2			
03/03/2003	Agenda 0303 - 7 P.Cllrs & File	4		7			28			
<b>TOTALS</b>		<b>£1.74</b>	<b>£3.80</b>	<b>£0.75</b>	<b>£1.00</b>	<b>£4.77</b>	<b>£0.00</b>	<b>£37.72</b>	<b>£0.00</b>	<b>£70.00</b>

**TOTAL VALUE = £119.78**