

Chelveston-cum-Caldecott Parish Council

Northamptonshire

The meeting resolved to:

- 4.2 Approve the minutes of meeting **0308** with no alterations.

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

Item 7.2 was brought forward at the request of Cllr Foulger.

5 Planning Matters

- 5.1 **EN/03/00960/FUL – application for a double garage on land adjacent to Tanglefoot 1C Kimbolton Rd, Chelveston**

Cllr Palfreeman explained the plans, which should be seen in the context of earlier application EN/03/00513/FUL. The Clerk advised he had not been able to contact Tanglefoot, 1C Kimbolton Rd or No.5 Britten Close due to the limited time available. After debate, the meeting agreed not to object to the application and instructed the clerk to notify ENC accordingly.

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

- 5.2 **Delegated Planning Authority guidelines**

The Clerk had received a further letter from Gerri Smith (ENC – Head of Planning) regarding the delegated planning decisions. Ms Smith advised that the case officers did not make the final decisions on their own, but presented the recommendations to a weekly officer meeting, with the final decision being taken by one of three senior officers, all of whom have 10+ years in planning.

Cllr B.Sauntson reminded the meeting that the District Cllrs can call in applications to the ENC planning committee if needed.

6 Financial Transactions

- 6.1 The following invoice was due – HLB AV Audit for the annual audit of the accounts. The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

Proposed by: Cllr Wooding
Seconded by: Cllr Stopps **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 Stopps
Seconded by: Cllr Meeson **Decision:** Unanimous

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The opening balance for the meeting was	£11,225.35
Receipts since the last meeting	
2003.17 Abbey National Interest to 1 st July	£1.85
2003.20 Abbey National – Closing interest (Main a/c)	£0.16
2003.21 Abbey National – Closing interest (Reserve a/c)	£0.98
Sub-total	£11,228.34
Payments to be made this meeting	
Number Payee Item	Cheque Amount
2003.22 HLB AV Audit Annual Audit (to 31/03/03)	000476 £141.00
2003.23 M.H.Hunter Expenses to 0309	000477 £73.16
Total Expenditure this meeting	£214.16
Closing Balance for this meeting	£11,014.18

6.3 The bank statements for the month of August have not yet been reconciled.

6.4 The Clerk provided copies of the YTD spend & forecast.

7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk advised that he had received provisional costs for the joint B645 Higham Rd & Kimbolton Road schemes for £5,300, including the traffic order to extend the 30-mph zone beyond the bend. NCC had confirmed the funds were still available, but the Area Committee had asked NCC Highways to advise them if gating systems worked. Denford is to be evaluated as a test case. If the results (due September) support gating, then the funds will be released to us shortly afterwards.

Because the provisional costs are still low, Nick Gore has been asked to cost the Caldecott 30-mph zone extensions on the C59 and Bidwell lane.

Cllr Izzard was not convinced the gating scheme had any effect. Large lorries were using the B663. The Clerk advised that a 7.5-ton limit was due to be imposed by NCC on that road. Cllr Wooding felt the opening of the A6 bypass reduced the traffic through Caldecott.

With regard to the non-completion of the works on the Raunds road scheme by W.S. Atkins, it was suggested that Cllr Lawson (NCC) be contacted to try and put pressure on them. The meeting agreed and instructed the Clerk to write to Cllr Lawson.

This item was moved forward to follow item 4

7.2 305th BG Memorial opposite JST

Mr Bill Donald addressed the meeting on the progress made by the 305th BG Memorial Association, including US funding. Cllr Foulger produced a diagram of the memorial and the smaller size of plaque was agreed. It was agreed that the post should be fixed rather than

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lowering. Mr Donald undertook to ascertain the depth & size of the footings and notify the Clerk, who required the information for some of the service providers.

7.3 Flooding in Caldecott

Cllr Foulger outlined the problems as he saw them. Cllr Palfreeman confirmed that arrangements had been made for the *Barns* ditch to be mechanically dug out to remove the uphill slope. A party from the village would dig the ditch out at *Haleworth* (including removing the spoil), once the ground softened up.

7.4 Bank Account Change

The Clerk advised that due to problems with the Abbey National account, Abbey National had finally admitted the account was unsuitable. The Clerk had therefore closed the account and returned the money to NWB.

7.5 STOP campaign

The Clerk advised that the campaign had launched a petition on 1st September and request the Council assist in collecting signatures. It was agreed to support the petition and base it at the *Star & Garter*, as the centre of the community.

7.6 Web Site Statitistcs

The Clerk advised that during the last month the site had received search hits including RAF Chelveston, Adrian Palfreeman, *Star & Garter*, Hillside and affordable housing.

7.7 Tree at Bidwell Lane Junction

The Clerk advised that NCC had been out to inspect the tree in June and recommended that the crown be reduced by 15-20% to improve the tree. The tree expert considered the tree to be healthy. NCC would carry out the work.

8 Casual Vacancy

The Clerk advised that the electorate had not demanded a poll, so the Council should now proceed to co-opt a Councillor. Cllr Palfreeman asked if anyone knew of possible candidates. Cllr Meeson suggested Mrs Abigail Barnett and Cllr Foulger suggested Mr Adrian Dale. As on previous occasions, it was agreed to ask those who wished to be considered to write to the Council (via the Clerk), stating what they hoped to do for the community, prior to the next meeting. The Council would vote on the applications received.

9 Completion of Annual Audit for accounts to 31st March 2003

The Clerk advised that the audit had been completed and the statutory notices were on display. There were no actions or items to bring to the attention of the Council. Following submission of the accounts, the Clerk had answer a couple of minor questions, including explaining the excessive balance. The Council was asked to accept the auditor's report, which it did so.

10 Parish Noticeboard by the Village Hall.

The clerk advised that the noticeboard (erected a couple of years ago) was damaged. The hard back board meant force had to be used to push in pins and the surround wood had warped, resulting in the back board breaking away at the base. The quick fix costs were very cheap, but would only delay, not cure, further failure.

The location of the board meant that it was exposed to strong winds (and rain) and the Clerk had looked at costs of noticeboard with doors. These range from £950 to £1,200.

It was agreed to approach the supplier to quote to modify & repair the noticeboard.

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11 Visits, Training & Courses.

The Clerk advised of the following –

Thurs 25th Sept: CAB AGM at 19:30 @ ENC.

Weds 1st Oct: EMDA Annual Public Meeting at 07:30 @ Melton Mowbray

Thurs 2nd Oct: Local Transport Plan at 19:00 @ ENC - Clerk

Sun 12th Oct: Civic Service at 10:15 @ St Mary the Virgin, Higham Ferrers.

Sun 25th October NALC AGM at 10:30 @ Hunsbury Hill, N'ton. – Cllr Foulger & Clerk

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

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

Proposed by: Cllr Foulger

Seconded by:

Cllr Izzard

Decision:

Unanimous

13 Councillor's Reports

The Clerk updated the Council on one previous planning application –

The agent for the application for a dwelling house on the land of 4 Britten Close is challenging the ENC SPG on land release. Cllr Whiting has written to the case officer supporting the application and hoping that this may be granted. In view that Cllr Whiting is on the ENC planning panel, this has been referred to the Monitoring Officer for further clarification.

Cllr Izzard requested that a donation to the village bonfire & fireworks night be an agenda item for the next meeting.

Cllr Foulger noted that Wollaston had borrowed a police speed camera in a bid to reduce speeding through the village and asked if the Council wanted to consider doing the same. Cllrs Meeson & Izzard felt this was the job of the police. The meeting did not consider it necessary.

Date of Next Meeting:

Optional meeting on 6th October 2003 at 7.30.pm. in the Chelveston Village Hall.

Ordinary meeting on 10th November 2003 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 8:32 p.m.

Issued on 9^h September 2003

Pages 820 – 828 signed under seal as true record

Adrian Palfreeman
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council

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Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2003				
07/03/2003	I-2003-068-MHH	NCC ROW	Signpost - Spring 2003	Circulated
22/03/2003	I-2003-089-MHH	Transco	Response to 305th Memorial	Awaiting
16/05/2003	I-2003-161-MHH	ENC	Agenda for mtg on 20th May 2003	Circulated
23/05/2003	I-2003-165-MHH	Northampton School	Further details on web-site	File
04/06/2003	I-2003-173-MHH	ENC	Councillors Info Circular - May 2003	Circulated
18/06/2003	I-2003-182-MHH	SBE	Training video	Awaiting
09/07/2003	I-2003-209-MHH	C&CD	Clerks & Councils Direct - June 2003	Circulated
10/07/2003	I-2003-211-MHH	Comm Safety in EN	Hate crime campaign & funding schemes	File
14/07/2003	I-2003-216-MHH	ODPM	Consultation paper of indemnities	File
14/07/2003	I-2003-217-MHH	ENC (Planning)	Withdrawal of planning application for 10 houses at Poplars Farm	File
16/07/2003	I-2003-218-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 21st July 2003	File
16/07/2003	I-2003-219-MHH	ENC (Planning)	Planning Committee mtg on 23rd July for 14 Duchy Close	File
16/07/2003	I-2003-220-MHH	ENC (Planning)	Planning Committee mtg on 23rd July for 5 Britten Close	File
17/07/2003	I-2003-221-MHH	ENC	Reports of Committees July 2003	File
17/07/2003	I-2003-222-MHH	Audit Commission	Audit of ENC	Actioned
18/07/2003	I-2003-223-MHH	ENC (Planning)	Planning approval for two storey ext at Top Gate Farm, Caldecott	File
18/07/2003	I-2003-224-MHH	ENC	Capital Strategy, Corporate Asset Plan & Homelessness Strategy	File
19/07/2003	I-2003-225-MHH	NACRE	Notice of AGM on 30th July & draft accounts	File
19/07/2003	I-2003-226-MHH	WS Atkins	Questionnaire on services	Actioned
19/07/2003	I-2003-227-MHH	MKSM panel	Consultation on Milton Keynes South Midlands study	File
24/07/2003	I-2003-228-MHH	Raunds CS Forum	Agenda & posters for mtg on 18th Aug 2003	File
24/07/2003	I-2003-229-MHH	ENC	Councillors Info Circular July 2003	Circulated
25/07/2003	I-2003-230-MHH	JobCentre	Posters for New Deal Lone Parents	Actioned
26/07/2003	I-2003-231-MHH	ENC (Barbara Ding)	SBE publication "The case review" now out	File
26/07/2003	I-2003-232-MHH	ENC (Karen Horner)	Consultation draft of SPG on Housing Supply Land	File
28/07/2003	I-2003-233-MHH	ENC (Planning)	Outline planning approval for 5 Britten Close	File
28/07/2003	I-2003-234-MHH	ENC (Planning)	Approval for change of use (C3 to C2) for 14 Duchy Close	File
30/07/2003	I-2003-235-MHH	DEFRA	Notification of publication of Rural Services standards 2003	File
30/07/2003	I-2003-236-MHH	Abbey National	Bank Statement for July 2003	File
31/07/2003	I-2003-237-MHH	Highways Agency	Traffic orders for A6 Rushden-Higham Ferrers bypass	File
01/08/2003	I-2003-238-MHH	HLB AV Audit	Audit checklist	File
02/08/2003	I-2003-239-MHH	ENC (Roger Lovesay)	Slayer Day poster	Actioned
02/08/2003	I-2003-240-MHH	ENC (Planning)	Planning application for dwelling at 4 Britten Close, Chelveston	Actioned
04/08/2003	I-2003-241-MHH	EN Track	Partnership news & leaflet	File
06/08/2003	I-2003-242-MHH	ENC (Colin Ray)	Notification of Local Transport Plan workshop on 2nd Oct 2003	File
06/08/2003	I-2003-243-MHH	STOP (P.Hollobone)	Acknowledgement of Council's interest	File
08/08/2003	I-2003-244-MHH	NCC (Area Cmmttee)	Agenda for Area Cmmttee Mtg on 14th August 2003	File
08/08/2003	I-2003-245-MHH	ENC (Planning)	Planning application for a conservatory at 2 Disbrowe Court	Actioned
09/08/2003	I-2003-246-MHH	Abbey National	Bank Statement for July 2003	File
12/08/2003	I-2003-247-MHH	ENC (Planning)	Planning permission for conservatory at 15 Duchy Close, Chelveston	File
12/08/2003	I-2003-248-MHH	STOP	STOP agenda, minutes & newsletter	Circulated
13/08/2003	I-2003-249-MHH	ENC (Mark Coleman)	Kerbside scheme posters	Actioned
15/08/2003	I-2003-250-MHH	ENC (L.Campion)	Invite to Civic Service	Declined
15/08/2003	I-2003-251-MHH	SBE	Guidance booklet "Standards Committee Determinations"	File
16/08/2003	I-2003-252-MHH	ENC (Karen Williams)	EM Tourism Strategy - draft publication available	File
16/08/2003	I-2003-253-MHH	ENC (Gerri Smith)	Officer delegation	File
19/08/2003	I-2003-254-MHH	NALC	Annual conference, Update (August), Legal Topic Notices	Actioned
20/08/2003	I-2003-255-MHH	ENC (Karen Williams)	EN Tourism sub-group meeting on 21st October	File
20/08/2003	I-2003-256-MHH	NACRE	Kings Cliffe Resource Centre - Farming Skills IT programme	File
20/08/2003	I-2003-257-MHH	Abbey National	Cheque for balance of closed current account	File
21/08/2003	I-2003-258-MHH	Abbey National	Cheque for balance of closed reserve account	File
22/08/2003	I-2003-259-MHH	Abbey National	Closing balance statement for main account	File
22/08/2003	I-2003-260-MHH	Abbey National	Closing balance statement for reserve account	File
22/08/2003	I-2003-261-MHH	DEFRA	Poster for Rural Standards	Actioned
22/08/2003	I-2003-262-MHH	EMDA	E-mail magazine	File
23/08/2003	I-2003-263-MHH	Victim Support	Annual Report 2001/2002	File
23/08/2003	I-2003-264-MHH	EMDA	Invite to Annual Public Meeting	File
23/08/2003	I-2003-265-MHH	ENC (Colin Ray)	Invite to local transport plan on 2nd October 2003	Actioned
28/08/2003	I-2003-266-MHH	HF CS Forum	Minutes of Mtg on 16th July 2003	Circulated
29/08/2003	I-2003-267-MHH	ENC (L.Campion)	Thank you for sponsoring Cllr A Sauntson	File
29/08/2003	I-2003-268-MHH	HLB AV Audit	Audit completion certificate & invoice	Actioned
30/08/2003	I-2003-269-MHH	NWB	Bank Statements for July 2003	File
30/08/2003	I-2003-270-MHH	ENC	Councillors Info Circular August 2003	Circulated
30/08/2003	I-2003-271-MHH	CAB	Invite to AGM on 25th September 2003	Actioned
01/09/2003	I-2003-272-MHH	NCC (Rob Payne)	Report on tree at Bidwell Lane Jct.	File
01/09/2003	I-2003-273-MHH	The Local Channel	Website offer	File
04/09/2003	I-2003-274-MHH	ENC (Planning)	Planning appliaction for detached garage at Tanglefoot, Chelveston	Actioned

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2003						
14/07/2003	O-2003-087-MHH	P.Cllrs & D.Cllrs	Minutes of 0307	Delivered		
17/07/2003	O-2003-088-MHH	HLB AV Audit	Audit differences explanation	Posted	0307.	I-2003-174-MHH
17/07/2003	O-2003-089-MHH	ENC (Planning)	Response to application at 15 Duchy Close	Posted	0307.5.1	I-2003-207-MHH
17/07/2003	O-2003-090-MHH	ABB.	Payment of invoice	Posted	0307.6.1	I-2003-184-MHH
17/07/2003	O-2003-091-MHH	Powergen	Payment of invoice	Posted	0307.6.1	I-2003-191-MHH
17/07/2003	O-2003-092-MHH	STOP (Sir Peter Fry)	Support of STOP campagn	Posted	0307.11	I-2003-206-MHH
19/07/2003	O-2003-093-MHH	Parish Council	Revised Standing Orders ver 5.2	File	0307.9	
25/07/2003	O-2003-094-MHH	Abbey National	Operation of accounts	Posted		
31/07/2003	O-2003-095-MHH	W.S.Atkins	Questionaire reply	Posted		I-2003-226-MHH
03/08/2003	O-2003-096-MHH	P.Cllrs & D.Cllrs	Agenda for 0308	Delivered		
04/08/2003	O-2003-097-MHH	Audit Commision	Questionaire reply	Posted		I-2003-222-MHH
07/08/2003	O-2003-098-MHH	ENC (Vicki Atkinson)	Copy of Casual Vacancy Notice	Posted		
12/08/2003	O-2003-099-MHH	Abbey National	FAX to close account	Faxed		
08/08/2003	O-2003-100-MHH	ENC (Gerri Smith)	Delegated officers & procedures for determining cases	Posted	0307.5.3	
12/08/2003	O-2003-101-MHH	P.Cllrs & D.Cllrs	Minutes of 0308	Delivered		
12/08/2003	O-2003-102-MHH	ENC (Planning)	Response to planning application for 4 Britten Close	Posted	0308.4.1	I-2003-240-MHH
12/08/2003	O-2003-103-MHH	ENC (Planning)	Response to planning application for 2 Disbrowe Court	Posted	0308.4.2	I-2003-245-MHH
13/08/2003	O-2003-104-MHH	ENC (L.Chapman)	ENC Chairman's charity stroll sponsorship	Posted		I-2003-202-MHH
17/08/2003	O-2003-105-MHH	NWB	Mandates	Posted		
29/08/2003	O-2003-106-MHH	P.Cllrs & D.Cllrs	Agenda for 0309	Delivered		
01/09/2003	O-2003-107-MHH	NWB	Chaser for O-2003-105-MHH	Posted		
02/09/2003	O-2003-108-MHH	Customs & Excise	VAT claim	Posted		

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

S&P= Supply + Print

Date	Item	A4 S & P @ 4p	Post pence	DL Env @ 3p	A5 Env @ 10p	Copy @ 4p	Punched Pocket @ 3p	Phone Calls	Mileage @ 49.4p/mile	Other
19/07/2003	Minutes 0307 - 3 D.Cllrs	10	57			2	20			
19/07/2003	Minutes 0307 - 7 P.Cllrs & file	10				6	70			
14/07/2003	Budget & Forecast sheets	1					5			
16/07/2003	Internal audit fee									£15.99
17/07/2003	ENC Planning - Response		19	1						
17/07/2003	ABB - payment of invoice		19	1						
17/07/2003	Powergen - payment of invoice		19	1						
17/07/2003	Sir Peter Fry - STOP campaign	1	19	1			1			
18/07/2003	Audit letter	1					2			
26/07/2003	Abbey National - account operation	1					1			
31/07/2003	W.S.Atkins - questionnaire response						2			
04/08/2003	Audit Commision - questionnaire response						7			
04/08/2003	ENC Slayer poster copies						2			
04/08/2003	Agenda 0308 - 3 D.Cllrs	1	38	2			2			
04/08/2003	Agenda 0308 - 6 P.Cllrs & file	1					6			
06/08/2003	Casual Vacancy Notice						2			
07/08/2003	ENC - Copy of Casual Vacancy Notice	1	19	1			2			
08/08/2003	ENC Planning - Delegated procedures	1	19	1			1			
11/08/2003	Abbey National - account closure	1								
12/08/2003	ENC Planning - Response		19	1						
12/08/2003	ENC Planning - Response	1	19	1			1			
13/08/2003	ENC Chair- charity cheque	1	19	1			1			
15/08/2003	Minutes 0308 - D.Cllr	2	19	1						
15/08/2003	Minutes 0308 - P.Cllrs & file	2			6		6			
17/08/2003	NWB - mandates	1	19	1			1			
26/08/2003	BT - Calls to ISP								£42.69	
30/08/2003	Copies of Audit notices						8			
01/09/2003	NWB - mandates	1	19	1			2			
02/09/2003	Customs & Excise - VAT claim	1	19			1	3			
03/09/2003	Agenda 0309 - 3 D.Cllrs	2	38	2						
03/09/2003	Agenda 0309 - 6 P.Cllrs & file	4				6	24			
TOTALS		£1.76	£3.80	£0.66	£1.50	£6.76	£0.00	£42.69	£0.00	£15.99

TOTAL VALUE = £73.16