

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

12th January 2004

Meeting Number 0401

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30pm - Monday 12th January 2004** in the Chelveston Village Hall.

Present :- Councillors :

Cllr A.J.Palfreeman	(Chairman)
Cllr R.A.Meeson	(Vice-Chairman)
Cllr A.R.Dale	
Cllr. M.L.Foulger	
Cllr M.J.Izzard	
Cllr S.E.Stopps	
Cllr M.W.Wooding	

Clerk: Mr. M.H.Hunter

Public: None

1 Open Forum

In the absence of any public, this item was deleted.

2 Apologies

- 2.1 Cllr Palfreeman opened the meeting at 7:30 p.m. and asked for any apologies. Apologies received from Cllrs A. & B.Sauntson (prior engagement), Cllr Palfreeman proposed these be accepted and this was agreed.

3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 Cllr Foulger declared a prejudicial interest in item 9.

4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting **0312 – 1st December 2003** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0312** with no alterations.

Proposed by:	Cllr Foulger	Decision:	Unanimous
Seconded by:	Cllr Izzard		

5 Planning Matters

- 5.1 **Update on previous applications.**

The Clerk advised that the conservatory at *Yew Tree Cottage*, Caldecott & the chimney at 1 Duchy Close, Chelveston had both been permitted by the case officer under delegated authority.

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6 Financial Transactions

- 6.1 The following expenses were due – ABB & Powergen for Street Lighting, ENC for Grass cutting & the May election fees, the SLCC for renewal of the Clerk's membership fees and Cllr Foulger for reimbursement of the newsletter printing (Risdene Press). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

The opening balance for the meeting was	£11,244.86
Receipts since the last meeting	
2003.35 NCC Grass cutting grant 2003	£481.09
Sub-total	£11,725.95

Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2003.36	ENC	May 2003 election costs	000487	£96.48
2003.37	ABB	St Light Maint (Oct – Dec 2003)	000488	£119.38
2003.38	ENC	Grass cutting (Oct 02 – Sept 03)	000489	£2,546.50
2003.39	SLCC	Clerk's membership renewal	000490	£30.00
2003.40	M.L.Foulger	Newsletter printing (Risdene Press)	000491	£16.00
2003.41	Powergen	St Light Power (Oct – Dec 2003)	000492	267.90
2003.42	M.H.Hunter	Expenses to 0401	000493	£46.13
Total Expenditure this meeting				£3,112.39

Closing Balance for this meeting **£8,603.56**

- 6.3 The bank statements for the month of December have been received & reconciled.
 6.4 The Clerk provided copies of the YTD spend & forecast.

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7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk had spoken to Nick Gore (NCC Highways), who would place the order on Atkins for the B645 (Higham Rd) gateway in January. The application for the traffic order to move the 30-mph limits was already underway. In response to Cllr Meeson's enquiry, NCC had confirmed the Council could paint the gateways white.

7.2 305th BG Memorial opposite JST

Cllr Foulger was unable to report any progress at this time.

7.3 Flooding in Caldecott

Cllr Palfreeman advised that Cllr Dale & the Clerk had dug out the ditch at *Haleworth*. Cllr Foulger asked when the ditch by *The Barns* would be mechanically dug out. Cllr Palfreeman undertook to contact the farmer again.

7.4 Web Site

The Clerk advised that the site domain was due for renewal next week, a cost of £29.88 (ex-VAT) for the year. The Council must decide if it wished to continue with this domain provider. Cllr Dale recommended the Council remain with the provider.

For December 19% of the hits came from the USA (various), 2% from Germany (Trier) & 1% from New Zealand (Auckland).

The Council agreed to continue with the web site and instructed the Clerk to renew the domain.

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

7.5 Parish Council Noticeboard by the Village Hall

Cllr Palfreeman advised that the noticeboard had been replaced.

8 Setting of the Precept for 2004.

Cllr Palfreeman reminded the meeting the November 2003 meeting had set the budget with a provisional Precept of £5,000. It was now time to formally set the Precept and notify ENC.

The Council agreed to set the 2004 Precept at £5,000 and instructed the Clerk to notify ENC accordingly.

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

Cllr Foulger left the meeting

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9 Clock Appeal for St John the Baptist Church.

The Clerk advised that the PCC were trying to raise £2,300 to restore the clock. The appeal had been running since July 2003 and £700 had been raised to date. The Council had powers under the *Parish Councils Act 1957* to provide and maintain public clocks within the parish.

After debate, the Council agreed to grant £1,000 to the PCC Clock Appeal.

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

Cllr Foulger returned to the meeting

10 Conservation Areas within the Parish.

Cllr Palfreeman advised that the Clerk had previously issued information on this to all the Cllrs before Christmas. Cllr Palfreeman asked if there were any areas in the parish that the Council should nominate for conservation.

The following suggestions were made; the Chestnut tree on the junction of Bidwell Lane, the old forge (also by the junction), the Lime trees at *Poplar Farm* & the stone wall opposite, Wateryard spinney & the Osier beds opposite (in Water Lane).

The Council instructed the Clerk to forward its views to ENC accordingly.

11 Cultural.Community.Partnership – Easter Playgroup offer.

Cllr Palfreeman advised that the CCP were offering to provide playgroup schemes to rural communities. The cost would be in the order of £20 and free premises would be required (e.g. Village Hall). Cllr Dale did not think there were sufficient children in the village.

The Council instructed the Clerk to decline this offer.

12 Cultural.Community.Partnership – Extreme Project offer.

Cllr Palfreeman advised that the CCP were offering to provide 16 youths (age 14 - 18) to spend a week in April undertaking various extreme sports (white water, snow-boarding, skate-boarding, etc). The cost of £25 included transport to the events. The idea was to encourage rural youth to consider careers in the leisure industry.

Cllr Dale advised he had found an ideal candidate in the village & undertook to pass the application form on.

13 ENC Christmas & New Year Waste Collection - invite to comment.

Cllr Palfreeman advised that ENC had looked at three options.-

Collecting waste early, collecting waste late or leaving the waste till the following week when it would be collected late. The last (cheapest) option was chosen this year, but ENC requested feedback from those concerned. The Council considered the chosen option was a bad idea, as it caused the unnecessary accumulation of waste, with several residents having to visit the tip to dispose of it themselves.

The Council instructed the Clerk to notify ENC accordingly.

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14 Operation Spring Clean.

Cllr Foulger advised the national event would be in April, which was too late and proposed the local event should run from 29th February to 27th March. The Council agreed.

15 Visits, Training & Courses.

The Clerk advised of the following –

Weds 21st January – Higham Ferrers Community Safety Forum @ 19:30 H.F Town Hall

Weds 4th February – Clerk AQA training day @ 12:00 NALC, Northampton.

Mon 16th February – Raunds Community Safety Forum @ 19:45 Stanwick School Rooms.

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

16.1 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 Stopps	Decision:	Unanimous

17 Councillor's Reports

The Clerk advised he intended to attend an AQA portfolio briefing day at NALC, with the view to meeting the training requirements of a type i clerk.

The Clerk advised that tickets for the ENC 30th anniversary celebration, a dinner/dance at Wickstead Park on Saturday 3rd April, were available for £19.50 each.

The Clerk advised that Irthlingborough Historical Society had thanked the Council for being considered for the Chelveston 2010 project, but at present they were already committed to other funded projects.

Cllr Izzard raised the matter of state of the stiles on some of the footpaths. The Clerk confirmed these had already been reported to NCC Rights of Way in December by the Parish Path Warden (i.e. the Clerk).

Date of Next Meeting:

Optional meeting on 2nd February 2004 at 7.30.pm. in the Chelveston Village Hall.

Ordinary meeting on 8th March 2004 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 8:25 p.m.

Issued on 14th January 2004.

Pages 857 – 867 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
16/05/2003	I-2003-161-MHH	ENC	Agenda for mtg on 20th May 2003	Circulated
04/06/2003	I-2003-173-MHH	ENC	Councillors Info Circular - May 2003	Circulated
09/07/2003	I-2003-209-MHH	C&CD	Clerks & Councils Direct - June 2003	Circulated
08/11/2003	I-2003-333-MHH	C&CD	Clerks & Councils Direct - October 2003	Circulated
13/11/2003	I-2003-341-MHH	ENC (Rob Austin)	Precept request	Actioned
20/11/2003	I-2003-349-MHH	NCC (Area Cmmttee)	Agenda for meeting on 1st December 2003	Circulated
27/11/2003	I-2003-355-MHH	NCC (Area Cmmttee)	Updated agenda for mtg on 1st December	Circulated
01/12/2003	I-2003-360-MHH	Mrs M.Shilham	Objection to application at 1 Kimbolton Rd	File
01/12/2003	I-2003-361-MHH	ENC (Planning)	E-mail relating to planning & access at 1 Kimbolton Rd	File
03/12/2003	I-2003-362-MHH	HF CS Forum	Minutes of mtg on 15th October 2003	Circulated
03/12/2003	I-2003-363-MHH	ENC	Councillors Information Circular (November 2003)	Circulated
03/12/2003	I-2003-364-MHH	Mrs M.Shilham	Amendment to objection to application at 1 Kimbolton Rd	File
06/12/2003	I-2003-365-MHH	Labour MEP's	Annual Report 2004	Circulated
06/12/2003	I-2003-366-MHH	ENC (Vicki Atkinson)	Invoice for uncontested election (1st May 2003)	Actioned
08/12/2003	I-2003-367-MHH	NCC	Cheque for grass cutting grant	File
08/12/2003	I-2003-368-MHH	ENC (Planning)	Planning permission granted for the Conservatory at Yew Tree Cottage	File
09/12/2003	I-2003-369-MHH	NWB	Bank Statements for November 2003	File
10/12/2003	I-2003-370-MHH	ENC (Gerri Smith)	Conservation Area Programme - PTC consultation	Actioned
11/12/2003	I-2003-371-MHH	HF CS Forum	Agenda for meting on 21st January 2004	File
11/12/2003	I-2003-372-MHH	DEFRA	Equine issues	File
12/12/2003	I-2003-373-MHH	Shaw & Sons Ltd	Invoice for book (paid)	File
13/12/2003	I-2003-374-MHH	NCC (Claire Elsley)	NCC Structure Plan review to 2021 abandoned	File
15/12/2003	I-2003-375-MHH	NCC (Martin Bates)	Request to withdraw objection to Waste Plan	Actioned
16/12/2003	I-2003-376-MHH	ABB	Invoice for Street Lighting Maintenance (Oct-Dec 2003)	Actioned
16/12/2003	I-2003-377-MHH	ENC (Barbara Ding)	Update on ENC officers	Circulated
16/12/2003	I-2003-378-MHH	ENC (Barbara Ding)	Quality TPC scheme update	Circulated
18/12/2003	I-2003-379-MHH	ENC (Richard Hankin)	Invoice for grass cutting (Oct 2002 - Sept 2003)	Actioned
18/12/2003	I-2003-380-MHH	SLCC	Membership renewal for 2004	Actioned
19/12/2003	I-2003-381-MHH	NCC (Tree Warden)	Tree Warden News (Autumn 2003), Update (Nov 2003)	File
19/12/2003	I-2003-382-MHH	NALC	Update (Dec 2003) & Village Viewpoint (Winter 2003)	File
19/12/2003	I-2003-383-MHH	ENC (Katie Sheldrick)	Enable - EN Community Strategy document	File
20/12/2003	I-2003-384-MHH	Atkins (John Robinson)	Parish Highway Representative Scheme - Future Development	M.L.Foulger
20/12/2003	I-2003-385-MHH	NCC (Victoria Summers)	NCC Waste Plan Inquiry	Actioned
20/12/2003	I-2003-386-MHH	Cult.Comm.Partnership	Rural Community Programme - Easter Break Play scheme offer	Actioned
20/12/2003	I-2003-387-MHH	Cult.Comm.Partnership	Rural Extreme Project - Adventure week for youth in April 2004 offer	Actioned
23/12/2003	I-2003-388-MHH	ENC (D.Beard)	Concessionary fares scheme 2004/5	File
24/12/2003	I-2003-389-MHH	ENC (M.Bowerman)	Review of S106 agreement scheme	File
24/12/2003	I-2003-390-MHH	ENC	Councillors Information Circular (December 2003)	File
24/12/2003	I-2003-391-MHH	ENC	Reports of Committees	File
30/12/2003	I-2003-392-MHH	ENC (Karen Horner)	Interin Policy on managaingf release of Housing Land	File
30/12/2003	I-2003-393-MHH	Police Authority	Public consultation - Budget 04/05 proposals	File
31/12/2003	I-2003-394-MHH	Welland On Line	Rushden On Line workshop	File

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Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2 0 0 4				
04/01/2004	I-2004-001-MHH	STOP	Minutes of meeting on 16th December 2003	File
05/01/2004	I-2004-002-MHH	Abbey National	Tax Certificate	File
06/01/2004	I-2004-003-MHH	Risdene Press	Invoice for Parish Newsletter	Actioned
07/01/2004	I-2004-004-MHH	Powergen	Invoice for street lighting (Oct-Dec 2003)	Actioned
07/01/2004	I-2004-005-MHH	ABB	Invoice reminder	File
08/01/2004	I-2004-006-MHH	ENC (Keith Osborne)	Agenda for mtg on 12th January 2004	File
08/01/2004	I-2004-007-MHH	I/boro Historical Society	Response to Chelveston 2010 project	File
08/01/2004	I-2004-008-MHH	ENC (L.Champion)	ENC Civic Dinner/Dance on 3rd April 2004	File
08/01/2004	I-2004-009-MHH	Raunds CSF	Minutes of meeting on 17th November 2003	File
08/01/2004	I-2004-010-MHH	C&CD	Clerks & Councils Direct - January 2004	File
08/01/2004	I-2004-011-MHH	NWB	Bank Statements - December 2003	File
09/01/2004	I-2004-012-MHH	Atkins (Sheila Gilder)	NCC grass cutting arrangements for 2004	Actioned

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
02/12/2003	O-2003-132-MHH	Shaw & Sons Ltd	Reference book	Posted	0312.10	
02/12/2003	O-2003-133-MHH	NCC (ROW)	Footpath diversion for MM11 (part)	Posted	0312.8	I-2003-345-MHH
02/12/2003	O-2003-134-MHH	ENC (Planning)	Planning response to Greenacres, Kimbolton Rd	Posted	0312.5.1	I-2003-342-MHH
02/12/2003	O-2003-135-MHH	ENC (Planning)	Planning response to 1 Duchy Close	Posted	0312.5.2	I-2003-351-MHH
02/12/2003	O-2003-136-MHH	ENC (Planning)	Planning response to 1 Kimbolton Rd	Posted	0312.5.3	I-2003-356-MHH
08/12/2003	O-2003-137-MHH	NCC (Accounts Payable)	BACS details	Posted		
10/12/2003	O-2003-138-MHH	P.Cllrs & D.Cllrs	Info on Conservation Area Consultation	Posted		I-2003-370-MHH
17/12/2003	O-2003-139-MHH	NCC (Martin Bates)	Withdrawal of objection to Waste Plan	Posted		I-2003-375-MHH
20/12/2003	O-2003-140-MHH	Irthlingboro' Historical Society	Chelveston 2010 project	Posted	0312.11	
20/12/2003	O-2003-141-MHH	NCC (Victoria Summers)	Withdrawal of objection to Waste Plan	Posted		I-2003-385-MHH

**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
01/12/2003	Budget & Forecast sheets	1				7				
02/12/2003	NCC ROW - footpath diversion	1	20	1		2				
02/12/2003	ENC Planning (3)		20	1						
02/12/2003	Shaw & Sons Ltd - book order		20	1		1				
03/12/2003	Minutes 0312 - D.Cllr	9	20		1					
03/12/2003	Minutes 0312 - 7 P.Cllrs & file	9			7	63				
03/12/2003	BT - Calls to ISP							£34.66		
03/12/2003	Mrs Shilham's letter to Cllrs					7				
09/12/2003	NCC Accounts Payable - BACS details		20	1		1				
10/12/2003	P.Cllrs - Conservation area information	1		7		28				
17/12/2003	NCC - withdrawal of objection	1	20	7		1				
20/12/2003	I/Boro Historical Society - 2010 project	1	20	1		1				
20/12/2003	NCC - withdrawal of objection		20	1						
31/12/2003	HF Comm Safety Forum Poster					1				
07/01/2004	Agenda 0401 for 3 D.Cllrs	6	40	2		6				
07/01/2004	Agenda 0401 for 7 P.Cllrs & file	6		7		42				
TOTALS		£1.40	£2.00	£0.87	£0.80	£6.40	£0.00	£34.66	£0.00	£0.00

TOTAL VALUE = £46.13