

Chelveston-cum-Caldecott Parish Council

Northamptonshire

6 Financial Transactions

- 6.1 The following invoices were due for payment – NALC, ACRE & NALH renewals. The meeting resolved to approve these payments & authorised the cheques to be signed.

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

- 6.2 The following organisations had requested donations from the Council – Winged Fellowship Trust and the Cynthia Spence Hospice. Following debate the meeting resolved not to donate to these organisations.

- 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 Dale
Seconded by: Cllr Izzard **Decision:** Unanimous

- 6.4 The Clerk's salary is due. In keeping with previous years, the Chairman donated the salary payment.

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

The opening balance for the meeting was	£7,556.99
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Receipts since the last meeting

2003.45 NWB – Interest to 31 st December 2003	£30.83
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2003.46 Donation of Clerk's salary	£1.00
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Sub-total	£7,588.82
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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2003.47	NALC	Subscription	000496	£90.00
2003.48	NALH	Subscription	000497	£5.00
2003.49	ACRE	Subscription	000498	£30.00
2003.50	M.H.Hunter	Expenses to 0403	000499	£70.60
2003.51	M.H.Hunter	Clerk's salary	Cash	£1.00

Total Expenditure this meeting	£196.60
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Closing Balance for this meeting	£7,392.22
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- 6.5 The bank statements for the months of January & February have been received & reconciled.

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7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk had received a request from NCC Highways for funding for the B645 Higham Rd gateway, which he had declined. The Clerk had spoken to Nick Gore (NCC Highways), who confirmed the order had been placed on Atkins (who were under end of year financial pressure again) & the 30 mph TRO were progressing.

The 7.5 Tonne Weight Limit signs have been erected at the junction of Raunds Rd & the B645 (and also at the Red Lion roundabout in Raunds).

7.2 305th BG Memorial opposite JST

Cllr Foulger advised no further news from the 305th BGMA.

7.3 Flooding in Caldecott

Cllr Foulger highlighted that the ditch by *the Barns* had not yet been dug out. Cllr Palfreeman will contact the farmer again.

7.4 Web Site

The Clerk advised a new page had been added, on "Footpaths and Rights of Way". This included a link to the NCC interactive map. For February, 36% of the hits came from the USA (various).

8 Village Hall Community Premises Entertainment License Renewal.

Cllr Palfreeman advised the Village Hall license was due for renewal. The Council agreed to support the application.

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

9 Council Complaints Procedure.

Cllr Palfreeman advised that the Clerk had issued a draft procedure with the agenda. After debate the Council agreed to adopt the procedure.

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

10 Employment Act 2002.

Cllr Palfreeman advised that in August 2004, new legislation would come into force requiring that all employees had a written grievance procedure. The Clerk would advise the Council of best practice adopted by other Councils nearer the time.

11 Operation Spring Clean.

Cllr Foulger confirmed he wanted this to take place in March. The Cllrs agreed which areas they would cover.

12 Parish Path Wardens Report.

The Clerk (as a NCC Path Warden) confirmed that monthly reports were being submitted to NCC (which can now be seen on the new web page). With the return of the Air Base to agricultural land, there may be a possibility of reopening some closed footpaths.

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13 Tree Wardens Report.

The Clerk (as a NCC Tree Warden) confirmed both Tree Wardens had attended the recent forum at Boughton House. ENC still have no Tree Officer in place and use the services of NCC. Works to the tree by Bidwell Lane jct are due to completed by 31st March.

14 Visits, Training & Courses.

The Clerk advised of the following –

30th March - Briefing by Army Presentation Team @ 19:00 at Corn Market Hall, Kettering.

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

15.1 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 Dale

Decision: Unanimous

16 Councillor's Reports

The Clerk advised that Defence Estates had confirmed that Merlin VT Communications were dismantling the HF radio masts and vacating the airfield site. Defence Estates would shortly be advertising in the press for the original landowners (at the time of the Air Ministry Compulsory Purchase) or their successors to come forward. They would have first right to buy back the land at market values. After that it would be sold on the open market (as agricultural land). Cllr Dale asked if a visit could be arranged to the underground bunker.

The Clerk advised that the ENC Local Development Framework discussion document on Higham Ferrers and surrounding areas is now on the ENC web-site and included three potential development areas in Chelveston. Further information had been requested. It was suggested that this might be a topic for the forthcoming Annual Parish Assembly to gauge local feeling before the Council debated it in depth.

The Clerk advised that ENC had made a mistake in calculating VAT over the last three years, which may result in additional VAT payments (that would be recoverable).

The Clerk advised that the Rushden & District Historical Society were too heavily committed to other projects and couldn't take on the Chelveston 2010 project.

Date of Next Meeting:

Planning Meeting on 22nd March 2004 at 7.30.pm. in the Chelveston Village Hall.

Annual Parish Assembly on 19th April 2004 at 7.30.pm. in the Chelveston Village Hall with optional planning meeting to follow.

The Meeting closed at 8:10 p.m.

Issued on 8th March 2004.

Pages 876 – 883 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
2004				
14/01/2004	I-2004-020-MHH	NCC (John Neilson)	Draft NCC Budget proposals 04-05	Circulated
16/01/2004	I-2004-022-MHH	CAB	Annual Report	Circulated
16/01/2004	I-2004-023-MHH	Peterboro Hosp Trust	Invite to be public members	Circulated
24/01/2004	I-2004-028-MHH	Atkins (A.Avallone)	Consultation on countywide on street parking enforcement	Circulated
31/01/2004	I-2004-033-MHH	ENC	Statement of Accounts	Circulated
31/01/2004	I-2004-036-MHH	ENC	Councillors Information Circular - Jan 2004	Circulated
02/02/2004	I-2004-037-MHH	Whitehall Plastics	Advert information	File
04/02/2004	I-2004-038-MHH	ENC (Amy White)	Village Hall Entertainment Licence renewal	Actioned
04/02/2004	I-2004-039-MHH	Police	Eastern Area boundary changes to align with LA boundaries	File
05/02/2004	I-2004-040-MHH	ENC (R.Hankins)	Turney Landscapes insurance details & grass cutting for 2004	Actioned
05/02/2004	I-2004-041-MHH	NALC	Update January 2004 & flyers	File
06/02/2004	I-2004-042-MHH	NCC (Louise Brown)	Tree Warden forum on 29th February @ Boughton House	Actioned
06/02/2004	I-2004-043-MHH	NCC (Debbie Strong)	Confirmation of minor works bid correction received	File
06/02/2004	I-2004-044-MHH	NCC (Matthew Berry)	Draft SPG on S106 arrangements & educational arrangements	File
07/02/2004	I-2004-045-MHH	ENC (Beth Gordon)	Christmas 2003 & New Year waste arrangements response	File
09/02/2004	I-2004-046-MHH	NWB	Bank Statements - January 2004	File
11/02/2004	I-2004-047-MHH	NCC (Louise Brown)	Confirmation of places on Tree Warden Forum	File
11/02/2004	I-2004-048-MHH	NCC (V.Summers)	Notes for Waste Plan Pre-Inquiry Meeting	File
13/02/2004	I-2004-049-MHH	ENC (Sarah Groves)	Receipt of conservation area questionnaire	File
13/02/2004	I-2004-050-MHH	STOP	Minutes of meeting on 12th February 2004	File
14/02/2004	I-2004-051-MHH	Winged Fellowship	Request for donation	File
14/02/2004	I-2004-052-MHH	Army Presentation team	Invite to presentation on 30th March 2004	File
16/02/2004	I-2004-053-MHH	NALC	Membership renewal 2004	Actioned
16/02/2004	I-2004-054-MHH	NALC	Internal audit service	File
19/02/2004	I-2004-055-MHH	NCC (Debbie Strong)	Request for PC contribution to gateways	Actioned
19/02/2004	I-2004-056-MHH	NCC (Debbie Strong)	Bidwell - Water Lane footway	Actioned
21/02/2004	I-2004-057-MHH	ENC (Karen Williams)	EN Tourism sub-group mtg on 8th April	File
25/02/2004	I-2004-058-MHH	ACRE	Northamptonshire Village of the Year competition	File
25/02/2004	I-2004-059-MHH	NALH	Hindsight magazine (No.6) & renewal forms	Actioned
26/02/2004	I-2004-060-MHH	Chelveston PCC	Thank you letter for Clock fund donation	File
26/02/2004	I-2004-061-MHH	Higham Ferrers CSF	Minutes of meeting on 21st January	File
26/02/2004	I-2004-062-MHH	Cynthia Spencer Hospice	Request for donation	File
26/02/2004	I-2004-063-MHH	R&D History Society	Response to Chelveston 2010 project	File
28/02/2004	I-2004-064-MHH	ENC	Reports of Connittees - March 2004	File
28/02/2004	I-2004-065-MHH	ODPM	Consultation on investigations by monitoring officers	File
01/03/2004	I-2004-066-MHH	Defence Estates	Disposal of RAF Chelveston site	File
02/03/2004	I-2004-067-MHH	ENC (Planning)	Planning garnted for garage at Hill House, Water Lane, Chelveston	File
03/03/2004	I-2004-068-MHH	C&CD	Clerks & Councils Direct - March 2004	Circulated
03/03/2004	I-2004-069-MHH	NCC (Louise Brown)	Tree Warden forum on 29th February @ Boughton House	File
03/03/2004	I-2004-070-MHH	ENC (S.Johnson)	Dogs (Fouling of Land) Act review	File
04/03/2004	I-2004-071-MHH	ENC (Terry Begley)	LDF Discussion Papers - timetable	File
04/03/2004	I-2004-072-MHH	ENC (F Gonzalez)	Grounds Consortium - VAT on invoices	File
04/03/2004	I-2004-073-MHH	NCC (Claire Elsley)	Northants Minerals Local Plan - First Deposit Draft	Circulated
04/03/2004	I-2004-074-MHH	NCC (Roy Boulton)	NCC Structure Plan 1996-2016 - Monitoring Report 2004	File
05/03/2004	I-2004-075-MHH	ARCE	Village viewpoint & renewal forms	Actioned
06/03/2004	I-2004-076-MHH	NWB	Bank Statements - February 2004	File
06/03/2004	I-2004-077-MHH	ENC Web-site	LDF Discussion Papers - Higham Ferrers & Surrounding Areas	File
06/03/2004	I-2004-078-MHH	ENC	Councillors Information Circular - Feb 2004	Circulated
06/03/2004	I-2004-079-MHH	ENC	Agenda for Standards Board mtg inc. Cllr North hearing panel minutes	Circulated
06/03/2004	I-2004-080-MHH	ENC	Agenda for mtg on 8th March 2004	Circulated
06/03/2004	I-2004-081-MHH	ENC (Planning)	Application for dwelling house & garage at 5 Britten Close, Chelveston	Awaiting

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2004						
07/01/2004	O-2004-001-MHH	Parish Cllrs	Agenda 0401	Delivered		
18/01/2004	O-2004-002-MHH	Parish Cllrs	Minutes 0401	Delivered		
13/01/2004	O-2004-003-MHH	NALC	Clerk AQA portfolio training day registration	Posted		I-2004-016-MHH
13/01/2004	O-2004-004-MHH	Atkins (Sheila Gilder)	Grass cutting arrangements for 2004	Posted		I-2004-012-MHH
13/01/2004	O-2004-005-MHH	ENC (Rob Austin)	Precept request	Posted	0401.8	I-2003-341-MHH
13/01/2004	O-2004-006-MHH	Powergeb	Payment of invoice	Posted	0401.6.1	I-2004-004-MHH
13/01/2004	O-2004-007-MHH	SLCC	Payment of invoice	Posted	0401.6.1	I-2003-380-MHH
13/01/2004	O-2004-008-MHH	ENC	Payment of invoice	Posted	0401.6.1	I-2003-379-MHH
13/01/2004	O-2004-009-MHH	ENC	Payment of invoice	Posted	0401.6.1	I-2003-366-MHH
13/01/2004	O-2004-010-MHH	ABB	Payment of invoice	Posted	0401.6.1	I-2003-376-MHH
14/01/2004	O-2004-011-MHH	EME	Unmetered Supplies certificate confirmation	Posted		I-2004-019-MHH
15/01/2004	O-2004-012-MHH	NCC (John Neilson)	Correction of address	Posted		I-2004-020-MHH
17/01/2004	O-2004-013-MHH	CCP	Details of Village Hall	Posted	0401.11	I-2003-386-MHH
18/01/2004	O-2004-014-MHH	ENC (Beth Gordon)	Comments on Christmas & New Year Waste service	Posted	0401.13	
22/01/2004	O-2004-015-MHH	R&D History Society	Chelveston 2010 project	Posted	0401.17	
22/01/2004	O-2004-016-MHH	NCC (Debbie Strong)	Correction to minor works bid	Posted		I-2004-027-MHH
26/01/2004	O-2004-017-MHH	ENC (Gerri Smith)	Conservation response	Posted	0401.10	I-2003-370-MHH
28/01/2004	O-2004-018-MHH	Parish Cllrs	Agenda 0402	Delivered		
02/02/2004	O-2004-019-MHH	Chelveston PCC	Remittance form	Delivered		
03/02/2004	O-2004-020-MHH	Parish Cllrs	Minutes 0402	Delivered		
05/02/2004	O-2004-021-MHH	ENC (Planning)	Response to Hill House planning application	Posted	0402.5	I-2004-032-MHH
13/02/2004	O-2004-022-MHH	CCP	Arts questionnaire	Posted		I-2004-031-MHH
19/02/2004	O-2004-023-MHH	W/boro Tax Office	Notification of secondary employment	Posted		
27/02/2004	O-2004-024-MHH	NCC (Debbie Strong)	Details of footways - Bidwell & Water Lane	Posted		I-2004-056-MHH
29/02/2004	O-2004-025-MHH	Parish Cllrs	Agenda 0403	Delivered		
29/02/2004	O-2004-026-MHH	Parish Cllrs	Complaints Procedure	Actioned	0403.9	

**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
02/02/2004	Budget & Forecast sheets	1				6				
02/02/2004	Remittance form - Chelveston PCC	1								
04/02/2004	AQA portfolio course at NALC (N'ton)								46	
04/02/2004	Minutes 0402 - 7 P.Cllrs & file	8			7	56				
04/02/2004	Minutes 0402 - D.Cllr	8	20		1					
05/02/2004	ENC Planning - Hill House response		20	1						
08/02/2004	ENC - Grass cutting response		20		1	1				
13/02/2004	CCP - Arts questionnaire					3				
13/02/2004	STOP minutes	3								
19/02/2004	IR - Employment notification	1	20	1		1				
27/02/2004	NCC Highways - footways	1	20	1		1				
28/02/2004	Calls to ISP							£39.58		
03/03/2004	Draft compalints procedure	1				7				
03/03/2004	Agenda 0403 - 7 P.Cllrs & file	5		7		35				
03/03/2004	Agenda 0403 - 3 D.Cllrs	1	40	2		1				
TOTALS		£1.20	£1.40	£0.36	£0.90	£4.44	£0.00	£39.58	£22.72	£0.00

TOTAL VALUE = £70.60