

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

19th April 2004

Meeting Number 0405

Minutes of an **Ordinary Meeting** of the Parish Council held at **8.25 p.m. - Monday 19th April 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: Mr & Mrs D.Palmer

1 Open Forum

Cllr Palfreeman explained that the public could comment on any item on the agenda, before the meeting formally started, for a max of 10 minutes. Mr Derek Palmer spoke about the reasons why he wanted the garage and what he intended to keep in it. He confirmed it was for private use.

2 Apologies

- 2.1 Cllr Palfreeman opened the meeting at 8:25 p.m. and asked for any apologies. Apologies received from Cllrs A & B Sauntson (prior engagements). Cllr Palfreeman proposed these be accepted and this was agreed.

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 **0403 – 8th March 2004** and the planning meeting **0404 – 22nd March 2004** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0403** with no alterations.

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

- 4.2 Approve the minutes of meeting **0404** with no alterations.

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

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5 Planning Matters

- 5.1 EN/04/00473/FUL – erection of a double garage at the rear of 6 Hillside. Cllr Palfreeman explained the plans. The Clerk had visited 6 & 8 Duchy Close, 5 & 7 Hillside and contacted East Northants Housing. EN Housing had confirmed there was an easement in place for private use (EN Housing owning the garage forecourt that the proposed garage would connect to). Cllr Foulger commented on other large garages that had been subsequently converted to residential use. Cllr Wooding commented on the size compared to the house.

The meeting resolved not to object to the application and instructed the Clerk to inform ENC accordingly.

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

- 5.2 **Update on previous applications.**

The Clerk advised that no further developments.

6 Financial Transactions

- 6.1 The following invoices were due for payment – ABB & Powergen for street lighting and ENC for uncharged VAT (2001-2003). The meeting resolved to approve these payments & authorised the cheques to be signed.

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

The opening balance for the meeting was	£7,392.22
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Receipts since the last meeting

None

Sub-total	£7,392.22
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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.02	ABB	St Lt maint (Jan- Mar 04)	000500	£119.38
2004.03	Powergen	St Lt power (Jan – Mar 04)	000501	£267.90
2004.04	ENC	Uncharged VAT (2001-2003)	000502	£309.00
2004.05	M.H.Hunter	Expenses to 0405	000503	£24.13

Total Expenditure this meeting	£720.41
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Closing Balance for this meeting	£6,671.81
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- 6.3 The bank statements for the month of March has been received & reconciled.

7 Appointment of Internal Auditor.

Cllr Palfreeman advised that the annual audit required the Council appoint an Internal Auditor to examine the accounts for the year ending 31st March 2004. He proposed that the Clerk contact Mr Jim Hill and be authorised to set his remuneration accordingly.

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

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

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

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

9 Councillor's Reports

Cllr Foulger advised that Mr Paul Stinchcombe MP would be holding a surgery at the Village Hall on Friday 23rd April between 5 – 6 p.m.

Cllr Wooding commented the tree at the junction of Bidewell Lane & Caldecott had been cut back, but the holes remained.

Cllr Izzard advised the grass cutter's machine had gone in the ditch on the Raunds Rd and caused damage to the hedge whilst being removed. The Clerk was instructed to contact Atkins to dig out and slope the verge slips from the road to the ditch.

Date of Next Meeting:

Annual Meeting of the Council on 10th May 2004 at 7.30.p.m. in the Chelveston Village Hall.

The Meeting closed at 8:45 p.m.

Issued on 21st April 2004.

Pages 888 – 894 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 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	
05/03/2004	O-2004-027-MHH	Parish Cllrs	Minutes 0403	Delivered		
09/03/2004	O-2004-028-MHH	ACRE	Subscription 2004	Posted	0403.6.1	I-2004-075-MHH
09/03/2004	O-2004-029-MHH	NALH	Subscription 2004	Posted	0403.6.1	I-2004-059-MHH
09/03/2004	O-2004-030-MHH	NALC	Subscription 2004	Posted	0403.6.1	I-2004-053-MHH
09/03/2004	O-2004-031-MHH	ENC (Amy White)	Village Hall Entertainment Licence renewal	Posted	0403.8	I-2004-038-MHH
09/03/2004	O-2004-032-MHH	NCC (Simon Warner)	Request for copy of Structure plan monitoring report	Posted		I-2004-074-MHH
15/03/2004	O-2004-033-MHH	Parish Cllrs	Agenda 0404	Delivered		
19/03/2004	O-2004-034-MHH	Parish Cllrs	Minutes 0404	Delivered		
22/03/2004	O-2004-035-MHH	Parish Cllrs	Agenda APA	Delivered		
23/03/2004	O-2004-036-MHH	ENC (Planning)	Response to 5 Britten Close application	Posted	0404.4	I-2004-081-MHH
10/04/2004	O-2004-037-MHH	Villagers	Spring 2004 newsletter	Delivered		
13/04/2004	O-2004-038-MHH	Parish Cllrs	Agenda 0405	Delivered		

**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
07/03/2004	ENC LDF discussion document	15								
07/03/2004	Replacement minutes p 871	1				7				
09/03/2004	Compalints procedure	1								
09/03/2004	NALC - subscription 2004		20	1		1				
09/03/2004	NALH - subscription 2004		20	1		1				
09/03/2004	ACRE - subscription 2004		20	1		1				
09/03/2004	ENC - VH Entertainment licence	1	20	1		1				
09/03/2004	NCC - request for monitoring report	1	20	1		1				
12/03/2004	Minutes 0403 - 7 P.Cllrs & file	8				7	56			
12/03/2004	Minutes 0403 - D.Cllr	8	20			1				
16/03/2004	Agenda 0404 - 7 P.Cllrs & file	1		4			7			
16/03/2004	Agenda 0404 - 2 D.Cllrs	1	40	2			1			
23/03/2004	ENC - 5 Britten Close response	2	27	1			4			
24/03/2004	Minutes 0404 - 7 P.Cllrs & file	2		7			14			
24/03/2004	Minutes 0404 - D.Cllr	2	27			1				
25/03/2004	STOP minutes	2								
30/03/2004	Army Presentation - Kettering								24	
03/04/2004	Agenda APA - 7 P.Cllrs & file	1		7		7				
03/04/2004	Agenda APA - 2 D.Cllrs	1	42	2		1				
13/04/2004	Agenda 0405 - 7 P.Cllrs & file	4		7		28				
13/04/2004	Agenda 0405 - 2 D.Cllrs	1	42	2						
TOTALS		£2.08	£2.98	£1.11	£0.90	£5.20	£0.00	£0.00	£11.86	£0.00

TOTAL VALUE = £24.13