

Chelveston-cum-Caldecott Parish Council

Northamptonshire

6 Financial Transactions

- 6.1 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 Foulger **Decision:** Unanimous

The opening balance for the meeting was	£10,620.54			
Receipts since the last meeting				
2003.52 NWB (interest Jan – Mar 2004)	£28.06			
Sub-total	£10,648.60			
Payments to be made this meeting				
Number	Payee	Item	Cheque	Amount
2004.10	M.H.Hunter	Expenses to 0407	000508	£73.47
Total Expenditure this meeting				£73.47
Closing Balance for this meeting				£10,575.13

- 6.2 The bank statements for the month of May have not yet been received & reconciled.
- 6.3 The Clerk had taken advice from the external auditors and the Receipts & Payments log from 1st April 2004 onwards will also show the power used for making payments.

7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk had spoken to Nick Gore (NCC Highways), who advised no progress.

7.2 305th BG Memorial opposite JST

The Clerk advised that 7 out of the 8 relevant statutory bodies had now approved the plans. Approval from the adjacent landowners (1, *The Green & Chapel Cottage*) should be obtained next. Cllr Dale would approach the residents.

7.3 Flooding in Caldecott

Cllr Meeson confirmed he had spoken to the owner/driver of a suitable digger and required a list of places that needed doing. Cllrs Foulger, Dale & Izzard would produce the list for Cllr Meeson.

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7.4 Web Site

The Clerk advised for the 30 day period till 6th June, 8% of the hits came from the USA & 1% from the Netherlands. Following advice from Cllr Dale, the Clerk had contacted Wanadoo to change up to their 512k broadband service. The next web page to be added would be on the history of the parish.

8 Approval of the Annual Accounts for the year ending 31st March 2004.

Cllr Palfreeman advised that the internal auditor had inspected the accounts and approved them. The Council now had to formally accept the accounts and sign the external audit forms. The Clerk provided the Cllrs with copies of the accounts and advised that the public inspection period would be 28th June to 23rd July. The Council examined the accounts and agreed to approve them and the Statement of Assurance.

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

9 Declarations of Interest.

Cllr Palfreeman advised that recent advice from the SBE was that where a Cllr declared an interest at the start of a meeting, the Cllr must state the relationship and this must be recorded. For example, Cllr Smith declares a prejudicial interest in a planning application, on the grounds his son owns the land adjacent.

10 Atkins-NCC Highways partnership – review by external consultants.

Cllr Palfreeman advised the Clerk had not contacted Cllr Lawson regarding Atkins, as requested at the last meeting, as he had received notice of the following review and felt it more appropriate to bring the issues to the attention of the consultants.

11 Northants ACRE – IT Offer.

Cllr Palfreeman advised that NACRE were offering free IT courses, provided a suitable local venue was provided. Options that the Council might consider include IT lessons for Cllrs or funding the venue in order to provide free IT lessons to the parishioners. Following discussion, it was decided not to follow this offer up.

12 ENC/PTC Meeting.

The Clerk reported on the recent meeting held in Raunds Saxon Hall. Representatives from Raunds & Stanwick TC and Hargrave & Chelveston-cum-Caldecott PCs attended, along with the ENC management team and district Cllrs. Newton Bromswold parish meeting was absent. For future meetings it was suggested that Ringstead also be invited.

Topics covered youth issues, policing, urban expansion (Raunds wants to, Stanwick does not), Quality Councils (not wanted), Clerk training (wanted) and council officer ID cards.

13 Path Wardens Report.

The Clerk (as a NCC Path warden) advised that ROW had installed a number of new Public Footpath signs around the parish and installed a handrail on the bridge over the ditch adjacent to the B663 (Raunds Rd) on footpath MM8. The path wardens had cleared nettles, etc from stiles on footpaths MM10 & MM12.

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14 Tree Wardens report.

The Clerk (as a NCC Tree Warden) confirmed that photographs of the holes (which remained) in the tree on the jct. of Bidwell lane had been sent to the NCC tree specialist.

15 Visits, Training & Courses.

The Clerk advised of the following –

Sat 19th June – Atkins open day @ Brixworth depot.

Weds 23rd – Ecocheck @ Kettering.

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 Izzard	Decision:	Unanimous
Seconded by:	Cllr Wooding		

17 Councillor's Reports

Cllr Palfreeman advised that Cllr Ron Pinnock was the new Chairman of ENC.

Cllr Foulger advised that PC Matt Waterfield had returned from temporary secondment and was now back on the rural beat.

The Clerk advised the Provisional CROW Act 2000 access map had now been published, with no new access areas in the parish.

The Clerk advised that Eastern Area police were trying out new powers and issuing on the spot fines (£40 -£80) for anti-social behaviour offences.

Date of Next Meeting:

Ordinary Meeting on 12th July 2004 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 8:12 p.m.

Issued on 9th June 2004.

Pages 904 – 911 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				
13/03/2004	I-2004-085-MHH	ENC (Terry Begley)	LDF Discussion Papers inc. 3 aspirational sites in Chelveston	Circulated
20/03/2004	I-2004-095-MHH	ENC (Terry Begley)	Village confines and important open spaces	Awaiting
03/04/2004	I-2004-107-MHH	HLB AV Audit	Audit pack for year ending 31st March 2004	Awaiting
16/04/2004	I-2004-114-MHH	ENC	Design for Growth - growth options for the district	Circulated
11/05/2004	I-2004-139-MHH	C&CD	Clerks & Councils Direct - May 2004	File
12/05/2004	I-2004-140-MHH	ENC (Planning)	5 Britten Close planning meeting on 19th May 2004	File
12/05/2004	I-2004-141-MHH	ENC (Planning)	6 Hillside application granted	File
12/05/2004	I-2004-142-MHH	Geodesys	Approval of 305th Memorial plans	File
12/05/2004	I-2004-143-MHH	Central Networks	Approval of 305th Memorial plans	File
13/05/2004	I-2004-144-MHH	CCP	Slayer Day posters	Actioned
13/05/2004	I-2004-145-MHH	NCC (ROW)	Changes in ROW staff	ROW file
13/05/2004	I-2004-146-MHH	ENC (V. Atkinson)	European Parliamentary Election candidate list posters	Actioned
14/05/2004	I-2004-147-MHH	ENC (Colin Ray)	Design Strategy for East Northants - consultation document	Awaiting
14/05/2004	I-2004-148-MHH	NWB	Bank Statements April 2004	File
19/05/2004	I-2004-149-MHH	Community Ecocheck	Invite to Ecocheck on 23rd June at Kettering	Awaiting
19/05/2004	I-2004-150-MHH	Police	Spot fines for anti-social behaviour info	Circulated
19/05/2004	I-2004-151-MHH	ENC	Invoice reminder	File
19/05/2004	I-2004-152-MHH	Northants CTP	Training for Children's playgrounds	File
19/05/2004	I-2004-153-MHH	Peter Townley	Audit of Community Transport in Welland SSP	Actioned
21/05/2004	I-2004-154-MHH	NCC (Jason Longhurst)	Tree Warden update	TW file
21/05/2004	I-2004-155-MHH	Transco	Approval of 305th Memorial plans	File
22/05/2004	I-2004-156-MHH	ENC (Planning)	41 Water Lane application granted	File
22/05/2004	I-2004-157-MHH	ENC (Beth Gordon)	Results of cleansing consultation	File
22/05/2004	I-2004-158-MHH	Northants ACRE	IT training offer	File
25/05/2004	I-2004-159-MHH	ENC (L. Campion)	Cllr Ron Pinnock elected Chairman of ENC for coming year	File
26/05/2004	I-2004-160-MHH	ENC (Planning)	5 Britten Close application granted	File
27/05/2004	I-2004-161-MHH	STOP	Minutes of mtg. held on 30th April 2004	File
27/05/2004	I-2004-162-MHH	NCC	Review of the Akins-NCC Highways partnership by ind consultants	Awaiting
27/05/2004	I-2004-163-MHH	Atkins	Invite to Open Day at Brixworth on 19th June	File
28/05/2004	I-2004-164-MHH	The Carers Federation	Patient & Public involvement forums	File
29/05/2004	I-2004-165-MHH	ENC (Keith Osborne)	Agenda for mtg. on 7th June 2004	File
29/05/2004	I-2004-166-MHH	NCC (Area Committee)	Agenda for mtg on 8th June 2004	Circulated
01/06/2004	I-2004-167-MHH	Shaw & sons	Publication list	File
03/06/2004	I-2004-168-MHH	Countryside Agency	Provisional map for CROW Act 2000	File

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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	
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		
20/04/2004	O-2004-039-MHH	Parish Cllrs	Minutes APA	Delivered		
20/04/2004	O-2004-040-MHH	Parish Cllrs	Minutes 0405	Delivered		
20/04/2004	O-2004-041-MHH	ENC (Planning)	Response to 6 Hillside application	Posted	0405.5.1	I-2004-097-MHH
21/04/2004	O-2004-042-MHH	ENC (F Gonzalez)	Payment of uncharged VAT in 2001-2003	Posted	0405.6.1	I-2004-087-MHH
21/04/2004	O-2004-043-MHH	Powergen	Payment for St Lighting power (Jan - Mar 04)	Posted	0405.6.1	I-2004-104-MHH
21/04/2004	O-2004-044-MHH	ABB	Payment for St Lighting Maint (Jan - Mar 04)	Posted	0405.6.1	I-2004-084-MHH
22/04/2004	O-2004-045-MHH	Mr Jim Hill	Appointment as internal auditor	Posted	0405.7	
23/04/2004	O-2004-046-MHH	ENC (Planning)	Response to amendment to 6 Hillside application	Posted		I-2004-126-MHH
28/04/2004	O-2004-047-MHH	ENC (Beth Gordon)	Response to St cleaning questionnaire	Posted		I-2004-103-MHH
01/05/2004	O-2004-048-MHH	Parish Cllrs	Agenda 0406	Delivered		
01/05/2004	O-2004-049-MHH	Transco	305th memorial drawings	Posted		
01/05/2004	O-2004-050-MHH	BT	305th memorial drawings	Posted		
01/05/2004	O-2004-051-MHH	Geodesys	305th memorial drawings	Posted		
01/05/2004	O-2004-052-MHH	EME	305th memorial drawings	Posted		
11/05/2004	O-2004-053-MHH	Parish Cllrs	Minutes 0406	Delivered		
11/05/2004	O-2004-054-MHH	ENC (Planning)	Response to 41 Water Lane application	Posted	0406.8.1	I-2004-119-MHH
13/05/2004	O-2004-055-MHH	ENC	Payment for grass cutting (Oct 03 - Mar 04)	Posted	0406.9.1	I-2004-128-MHH
13/05/2004	O-2004-056-MHH	Allianz Cornhill Ins	Payment of insurance renewal	Posted	0406.9.1	I-2004-115-MHH
13/05/2004	O-2004-057-MHH	ENC (Barbara Ding)	Annual ROI forms	Posted	0406.13	I-2004-138-MHH
14/05/2004	O-2004-058-MHH	ENC (Terry Begley)	Village Confines response	Posted	0406.12.1	I-2004-095-MHH
14/05/2004	O-2004-059-MHH	William Donald	Payment for 305th BG drawings	Posted	0406.9.1	I-2004-131-MHH
24/05/2004	O-2004-060-MHH	Peter Townley	Welland Transport questionnaire	Posted		I-2004-153-MHH
30/05/2004	O-2004-061-MHH	The Carers Federation	Request for posters	Posted		I-2004-164-MHH
30/05/2004	O-2004-062-MHH	Chair of Newton Bromswold	Notes from ENC/PTC mtg on 26th May 2004	Posted		
01/06/2004	O-2004-063-MHH	Parish Cllrs	Agenda 0407	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	Phone Calls	Mileage @ 49.4p/mile	Other
11/05/2004	ENC (Planning) - Response		28	1					
13/05/2004	ENC - payment of grass cutting invoice		28	1					
13/05/2004	Allianz Cornhill - Insurance renewal		28	1					
13/05/2004	ENC (Barbara Ding) - ROI updates	1				4			
13/05/2004	Minutes 0406 - 6 P.Cllrs & File	9			6	63			
13/05/2004	Minutes 0406 - D.Cllr	9	28		1				
14/05/2004	ENC - response to village confines	1	28	1		1			
14/05/2004	European election posters					2			
19/05/2004	ENC - Attendance at Planning Mtg							12	
20/05/2004	Internal auditor fee								£16.99
24/05/2004	Welland transport questionnaire					1			
26/05/2004	ENC/PTC mtg at Raunds Saxon Hall							5	
28/05/2004	BT - calls to ISP						£39.81		
30/05/2004	Carers Federation letter					1			
30/05/2004	Chair Newton Bromswold - ENC/PTC mtg	1	21	1		1			
02/06/2004	Agenda 0407 - 7 P.Cllrs & file	4		7		28			
02/06/2004	Agenda 0407 - 2 D.Cllrs	1	42	2		1			
TOTALS		£1.04	£2.03	£0.42	£0.70	£4.08	£39.81	£8.40	£16.99

TOTAL VALUE = £73.47

