

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Parish Council Meeting

6th September 2004

Meeting Number 0409

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30pm - Monday 6th September 2004** in the Chelveston Village Hall.

Present :- Councillors : Cllr A.J.Palfreeman (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

1 Open Forum

None.

2 Apologies

- 2.1 Cllr Palfreeman opened the meeting at 7:30 p.m. and asked for any apologies. Apologies received from Cllr Meeson (holiday) and 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 Cllr Dale declared a prejudicial interest in item 6.1 (a director of the company).

4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting of the Parish Council **0408 – 19th July 2004** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0408** with no amendments.

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

5 Planning Matters

- 5.1 **Update on previous applications.**

The Clerk advised that application for 1 Kimbolton Rd (from Nov 2003) had been refused by the ENC planning committee.

- 5.2 **Other planning matters.**

Cllr Dale advised he had been contacted by the owners of JST regarding producing a transport plan for the Higham Ferrers site, but had advised them to take professional advice. There will be no change to the Chelveston site until planning permission is granted for the Higham Ferrers site. Initial thoughts are for 3 storey town houses along the front.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

6 Financial Transactions *(Cllr Dale did not take part in item 6.1)*

- 6.1 The following invoices were due for payment – Creatifica Associates (mini-survey results printing) & HLB AV Audit (external audit fee). The meeting resolved to approve these payments & authorised the cheques to be signed.

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

- 6.2 Two further cheques were subject to approval of items 12 & 13 (Clerk' Manual & AQA funding). The meeting resolved to approve all of these payments and authorised the appropriate cheques to be signed.

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

- 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 authorised the appropriate cheque to be signed.

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

The opening balance for the meeting was £10,211.95

Receipts since the last meeting

None

Sub-total £10,211.95

Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.15	Creatifica Assoc.	Mini-Survey results printing	000512	£46.47
2004.16	HLB AV audit	External audit fee	000513	£141.00
2004.17	SLCC	Clerk's manual	000514	£24.00
2004.18	NALC	AQA registration fee	000515	£55.00
2004.19	M.H.Hunter	Expenses to 0409	000516	£58.70

Total Expenditure this meeting £325.17

Closing Balance for this meeting £9,886.78

- 6.4 The bank statements for the month of July have been received & reconciled.
- 6.5 The Clerk advised the new interest rate from 1st July 2004 is 2.02% AER (an increase of 1.02% from a year ago).
- 6.6 The Clerk advised that the external auditor had approved the accounts to 31st March 2004 with no issues arising and asked the Council to formally accept the findings.

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

Chelveston-cum-Caldecott Parish Council

Northamptonshire

7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk advised the TRO was awaited before further works could take place.

7.2 305th BG Memorial opposite JST

Cllr Foulger brought along two Ironstone blocks as a sample for the construction of the memorial. Cllr Wooding felt this was not in keeping, since the dominant stone in the parish is Limestone. It was agreed to ask the supplier to source a variant of Limestone that had the same lighter colours, but more hardwearing.

In response to timescales, it was suggested that 4th July 2005 was more likely than 11th November 2004, given the time taken to get consents so far.

7.3 Ditches

In the absence of Cllr Meeson, no report.

7.4 Web Site

The Clerk advised for the 30 day period till 5th September, 3% of the hits came from the USA & 3% from the Netherlands. The Clerk was now on broadband (x16 improvement).

8 Maintenance of the public bench by Bidwell Jct., Caldecott.

Cllr Palfreeman reminded the Council, that when they employed the current Clerk, they did so at a reduced rate in order to fund a parish lengthsman or maintenance man. As yet, no such work has been carried out. The Clerk had contacted Mr Christian Marshall, who had recently set himself up as a self-employed handyman, for a quote for the repair of the bench next to the Bidwell jct. in Caldecott.

The quote was for £130 (materials & labour) and included replacing all the wooden slats and repainting the metalwork. The meeting agreed a colour scheme of green paint for the metalwork and pressure treated wood coated with a "Sadolin" finish.

The Clerk was instructed to issue the necessary order to Mr Marshall.

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

Cllr Dale offered to list other tasks in the parish that may be suitable.

9 Addition of footpaths MM3/4/5 (those parts thereof that link Duchy Close to Hillside garages).

Cllr Palfreeman advised that Cllr Dale had received complaints from residents about the nettles, etc., growing by the path. The Clerk had checked with ENC and the path was not on the schedule. The Clerk had requested a quote to add it, which was £3.50 a cut.

The meeting resolved to approve the addition to the grass-cutting schedule and instructed the Clerk to notify ENC accordingly.

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

Cllr Palfreeman suggested the contractor quote for the grass cutting & removal of clippings for the Millennium Garden behind the village hall. Cllr Stopps supported this and the Clerk was instructed to obtain a quote.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

10 Atkins performance questionnaire.

The Clerk advised it was time for the annual feedback on Atkins performance in the parish and invited the Cllrs comments. Cllr Dale praised their rapid response in repairing the hole in the pavement in Britten Close, but felt they were slow (or non-existent) at carrying out routine maintenance, such as siding out paths.

11 NCC spending plans consultation.

The Clerk advised that it was time for the pre-budget feedback to NCC on their spending plans and invited the Cllrs comments. Cllr Dale felt more money should be delegated to the Council where the County was failing to provide services and priority to Fire & Education.

12 Clerk's Manual – replacement of the 1995 manual.

The Clerk advised that the SLCC had produced an updated version of the 1995 manual, which the Clerk could obtain at the reduced price of £20+ £4 p&p.

The meeting resolved to approve the purchase of the manual and instructed the Clerk to act accordingly.

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

13 Clerk's funding for the AQA certificate in Local Council Administration.

The Clerk reminded the Council that he wished to obtain the AQA certificate, but had delayed registration whilst he was concentrating on his college course. Now was a good time to register, as it would allow him to complete the work before the next college year in February. The registration fee is £55.

The meeting resolved to approve the funding of the AQA registration and instructed the Clerk to act accordingly.

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

14 Path Wardens report.

The Clerk (as a NCC Path Warden) advised that since the last meeting several new stiles have been fitted and a set of steps in the (muddy) bank to the stream crossing.

15 Tree Wardens report.

The Clerk (as a NCC Tree Warden) advised that a resident of High Street had complained about children attacking a Lime tree on the Green. The Clerk had photographed the tree and contacted the NCC tree specialist, who had advised the tree would survive. Cllr Dale had been able to locate the culprits and educate them on tree damage.

16 Visits, Training & Courses.

The Clerk advised of the following –

Tues 7th Sept – East Northants Area Committee @ 14:00 at ENC, Thrapston.

Sat 23rd Oct – NALC AGM @ 10:30 at Hunsbury Hill, N'ton (Cllr Foulger & the Clerk).

Chelveston-cum-Caldecott Parish Council

Northamptonshire

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

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

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

18 Councillor's Reports

The Clerk advised that Raunds TC had invited the Chairman to their civic service on Sunday 19th September. Cllr Palfreeman declined

The Clerk advised that the ODPM had issued a draft code of conduct for Local Govt Employees. Once adopted, it would form part of their contract of employment and breaches of the code would therefore be treated accordingly.

The Clerk advised that fly tipping was on the up again. It was suggested asking ENC to erect a "no fly tipping" sign up by the air base.

The Clerk advised ENC had issued a consultation paper on Licensing (entertainment, alcohol, late night food, etc) due back by 30th September.

Cllr Dale raised the issue of damage to litter bins (Cllr Izzard to pass the bin keys to Cllr Dale) and the amount of McDonald's food wrappers. It was agreed that the Clerk should contact McDonald's at Raunds.

Cllr Izzard raised the issue of two damaged drains on the Raunds Rd, inside the 30 mph zone. The Clerk to contact Atkins.

Date of Next Meeting:

Optional Meeting on 4th October 2004 at 7.30.pm. in the Chelveston Village Hall

Ordinary Meeting on 8th November 2004 at 7.30.pm. in the Chelveston Village Hall – this meeting will set the budget for 2005.

The Meeting closed at 8:15 p.m.

Issued on 8th September 2004.

Pages 920 – 928 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				
19/05/2004	I-2004-150-MHH	Police	Spot fines for anti-social behaviour info	Circulated
29/05/2004	I-2004-166-MHH	NCC (Area Committee)	Agenda for mtg. on 8th June 2004	Circulated
08/06/2004	I-2004-170-MHH	NALC	Village viewpoint & notices	Circulated
11/06/2004	I-2004-172-MHH	Police	Information Plus No.1 Summer 2004	Circulated
11/06/2004	I-2004-173-MHH	ENC	Councillors Information Circular May 2004	Circulated
30/06/2004	I-2004-179-MHH	C&CD	Clerks & Councils Direct - July 2004	Circulated
02/07/2004	I-2004-182-MHH	ENC (M Bowerman)	Agenda for ENC Standards Board mtg. on 7th July 2004	Circulated
02/07/2004	I-2004-183-MHH	ENC	Councillors Information Circular June 2004	Circulated
12/07/2004	I-2004-188-MHH	ENC	Reports of Committees - July 2004	Circulated
19/07/2004	I-2004-199-MHH	NCC	Road Safety magazine	File
20/07/2004	I-2004-200-MHH	Adrian Dale	Results of mini-appraisal	File
24/07/2004	I-2004-201-MHH	ENC (L.Campion)	Invite to ENC Chairman's civic service on 5th September	Actioned
26/07/2004	I-2004-202-MHH	Connexions	Magazine issue 4 July 2004	File
26/07/2004	I-2004-203-MHH	Chris Marshall	Quote for Caldecott bench repair	Actioned
27/07/2004	I-2004-204-MHH	M.Middleton Ltd	Tractor & flail mower for hire	File
27/07/2004	I-2004-205-MHH	ENC	Councillors Information Circular July 2004	File
27/07/2004	I-2004-206-MHH	ENC (L.Campion)	Invite to Gilbert & Sullivan evening on 18th Sept	Actioned
27/07/2004	I-2004-207-MHH	ENC (Ian Rae)	Residential Land Availability 2004	File
28/07/2004	I-2004-208-MHH	ENC (Planning)	Planning Application for 1 Kimbolton Rd refused	File
30/07/2004	I-2004-209-MHH	NCC (Sharen Fryer)	PTC records update	Actioned
02/08/2004	I-2004-210-MHH	Creatifica Associates	Invoice for mini-appraisal results printing	Actioned
02/08/2004	I-2004-211-MHH	NALC	Update July 2004, Clerks pay, AGM agenda	Circulated
04/08/2004	I-2004-213-MHH	ENC (Terry Begley)	Acknowledgement of LDF response	File
06/08/2004	I-2004-214-MHH	ENC (M Bowerman)	ENC Council yearbook 2004-2005	File
09/08/2004	I-2004-215-MHH	ENC (Sharon Hadley)	PTC - ENC mtg minutes	Circulated
10/08/2004	I-2004-216-MHH	NWB	Bank Statements for July 2004	File
12/08/2004	I-2004-217-MHH	ENC (Karen Horner)	ENC disclaimer of River Nene Regional Park proposal	File
13/08/2004	I-2004-218-MHH	Atkins (P.Gill)	Notification of speed limit order	File
14/08/2004	I-2004-219-MHH	NCC (James Edmunds)	Members wanted for NCC Members Allowances Ind Review Panel	Circulated
18/08/2004	I-2004-220-MHH	NCC (VSSU)	Volunteer & Community newsletters	Circulated
19/08/2004	I-2004-221-MHH	ENC	Copying & printing charges	File
19/08/2004	I-2004-222-MHH	Atkins	Annual Highways partnership performance questionnaire	Actioned
19/08/2004	I-2004-223-MHH	ENC (Mark Lovell)	Borrowing Approval system update	File
19/08/2004	I-2004-224-MHH	STOP	Agenda for mtg on 2nd Sept & Inquiry revised housing levels	Circulated
25/08/2004	I-2004-225-MHH	EMDA	EMDA News issue 19 (August 2004)	Circulated
25/08/2004	I-2004-226-MHH	NCC (Rory Borealis)	Consultation on NCC spending plans for next year	Actioned
28/08/2004	I-2004-227-MHH	NCC (Area Committee)	Agenda for mtg on 7th Sept	Circulated
31/08/2004	I-2004-228-MHH	ODPM	Consultation on draft code of conduct for Local Govt employees	Circulated
01/09/2004	I-2004-229-MHH	Richard Phillips Assoc.	Monument H&S inspection service	File
01/09/2004	I-2004-230-MHH	ENC	Councillors Information Circular August 2004	Circulated
03/09/2004	I-2004-231-MHH	ENC (Julia Fraser)	Licensing Act 2003 consultation	Awaiting
03/09/2004	I-2004-232-MHH	NWB	New interest rates	File
03/09/2004	I-2004-233-MHH	HLB AV Audit	Completion of audit & invoice	Actioned
04/09/2004	I-2004-234-MHH	Raunds TC	Invite to civic service on 19th Sept 2004	Actioned

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	Powergen	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		
09/06/2004	O-2004-064-MHH	Parish Cllrs	Minutes 0407	Delivered		
22/06/2004	O-2004-065-MHH	NCC (Philip Gray)	Comments on Atkins partnership	Posted	0407.10	I-2004-162-MHH
30/06/2004	O-2004-066-MHH	NCC (James Bolitho)	Tree Warden questionnaire	Posted		I-2004-154-MHH
23/07/2004	O-2004-067-MHH	HLB AV Audit	Audit response	Posted	0407.8	I-2004-107-MHH
14/07/2004	O-2004-068-MHH	Parish Cllrs	Agenda 0408	Delivered		
19/07/2004	O-2004-069-MHH	Parish Cllrs	Minutes 0408	Delivered		
23/07/2004	O-2004-070-MHH	ABB	Payment of St Lighting maintenance invoice	Posted	0408.6.1	I-2004-186-MHH
23/07/2004	O-2004-071-MHH	Powergen	Payment of St Lighting power invoice	Posted	0408.6.1	I-2004-181-MHH
23/07/2004	O-2004-072-MHH	ENC (Terry Begley)	Response for village LDF	Posted	0408.8	I-2004-085-MHH
23/07/2004	O-2004-073-MHH	NCC (David Ward)	Response to 30 mph zone extensions	Posted	0408.7.1	I-2004-180-MHH
25/07/2004	O-2004-074-MHH	ENC (L.Campion)	Response to ENC Civic service invite - declined	Posted		I-2004-201-MHH
25/08/2004	O-2004-075-MHH	BT	Chaser for 305th memorial	Posted		
25/08/2004	O-2004-076-MHH	NCC (VSSU)	Database update	Posted		I-2004-220-MHH
31/08/2004	O-2004-077-MHH	Parish Cllrs	Agenda 0409	Delivered		
05/09/2004	O-2004-078-MHH	Parish Cllrs	Minutes 0409	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 @ 50.5p/mile	Other
22/07/2004	Minutes 0408 - 4 P.Cllrs & File	8			4	32			
22/07/2004	Minutes 0408 - D.Cllr	8	21		1				
23/07/2004	HLB AV Audit - 2003 audit forms	2				7			
23/07/2004	ABB - payment of invoice		21	1					
23/07/2004	Powergen - payment of invoice		21	1					
23/07/2004	ENC - LDF response	5	21	1		1			
23/07/2004	NCC - 30 mph extension response	1	21	1		1			
25/07/2004	ENC - ENC Civic Service - declined		21	1					
31/07/2004	Lever arch files (2)								£2.50
07/08/2004	Wanadoo - ISP Broadband								£17.99
25/08/2004	BT - 305th chaser	1	21	1		1			
25/08/2004	NCC (VSSU) - database details update					1			
27/08/2004	BT - ISP calls (till 2nd August)								£31.29
31/08/2004	Agenda 0409 - 7 P.Cllrs & file	4		7		28			
31/08/2004	Agenda 0409 - 2 D.Cllrs	1	42	2		1			
TOTALS		£1.20	£1.89	£0.45	£0.50	£2.88	£0.00	£0.00	£51.78

TOTAL VALUE = £58.70

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2004/2005

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq.No.	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2004.00	01/04/2003		Opening Balance	Brought Forward	Bt Fwd			£7,540.28	£7,540.28				
2003.47	08/03/2004	I/2004/053/MHH	NALC	2004 subscription	000496	-£90.00	£0.00	-£90.00	£7,450.28	Gen. Admin	2003 unrepresented cheque	LGA 1972 S143	
2003.49	08/03/2004	I/2004/075/MHH	ACRE	2004 subscription	000498	-£30.00	£0.00	-£30.00	£7,420.28	Gen. Admin	2003 unrepresented cheque	LGA 1972 S143	
2004.01	23/04/2005	I/2004/122/MHH	ENC	PRECEPT	BACS	£5,000.00	£0.00	£5,000.00	£12,420.28	Precept		LGFA 1992 S41	
2004.02	19/04/2004	I/2004/084/MHH	ABB	St Lt Maint (Jan - Mar 04)	000500	-£101.60	-£17.78	-£119.38	£12,300.90	St Lighting	0405.6.1	MJI, MWW, SES	PCA 1957 S3
2004.03	19/04/2004	I/2004/104/MHH	Powergen	St Lt Power (Jan - Mar 04)	000501	-£228.00	-£39.90	-£267.90	£12,033.00	St Lighting	0405.6.1	MJI, MWW, SES	PCA 1957 S3
2004.04	19/04/2004	I/2004/087/MHH	ENC	Uncharged VAT (2001-2003)	000502	£0.00	-£309.00	-£309.00	£11,724.00	Grass Cutting	0405.6.1	MJI, MWW, SES	HA 1980 S96
2004.05	19/04/2004	O/2004/040/MHH	M.H.Hunter	Expenses 0405	000503	-£24.13	£0.00	-£24.13	£11,699.87	Gen. Admin	0405.6.2	MJI, MWW, SES	LGA 1972 S111
2004.06	10/05/2004	I/2004/128/MHH	ENC	Grass cutting (Oct 03 - Mar 04)	000504	-£581.87	-£101.83	-£683.70	£11,016.17	Grass Cutting	0406.9.1	ARD, MLF, RAM	HA 1980 S96
2004.07	10/05/2004	I/2004/115/MHH	Allianz Cornhill	Insurance renewal	000505	-£253.36	£0.00	-£253.36	£10,762.81	Gen. Admin	0406.9.1	ARD, MLF, RAM	LGA 1972 S111
2004.08	10/05/2004	I/2004/121/MHH	William Donald	305th BG memorial drawings	000506	-£100.00	£0.00	-£100.00	£10,662.81	Misc. Expenses	0406.9.1	ARD, MLF, RAM	LGA 1948 S133
2004.09	10/05/2004	O/2004/053/MHH	M.H.Hunter	Expenses 0406	000507	-£14.21	£0.00	-£14.21	£10,648.60	Gen. Admin	0406.9.3	ARD, MLF, RAM	LGA 1972 S111
2004.10	07/06/2004	O/2004/064/MHH	M.H.Hunter	Expenses 0407	000508	-£73.47	£0.00	-£73.47	£10,575.13	Gen. Admin	0407.6.1	ARD, MLF, RAM	LGA 1972 S111
2004.11	30/06/2004	I/2004/196/MHH	NWB	Interest (Apr - Jun 04)	BACS	£38.63	£0.00	£38.63	£10,613.76	Misc. Receipts			
2004.12	19/07/2004	I/2004/186/MHH	ABB	St Lt Maint (Apr - Jun 04)	000509	-£109.05	-£19.08	-£128.13	£10,485.63	St Lighting	0408.6.1	MJI, MWW, SES	PCA 1957 S3
2004.13	19/07/2004	I/2004/181/MHH	Powergen	St Lt Power (Apr - Jun 04)	000510	-£228.00	-£39.90	-£267.90	£10,217.73	St Lighting	0408.6.1	MJI, MWW, SES	PCA 1957 S3
2004.14	19/07/2004	O/2004/069/MHH	M.H.Hunter	Expenses 0408	000511	-£5.78	£0.00	-£5.78	£10,211.95	Gen. Admin	0408.6.2	MJI, MWW, SES	LGA 1972 S111
2004.15	06/09/2004	I/2004/210/MHH	Creatifica Associates	Mini-survey results printing	000512	-£39.55	-£6.92	-£46.47	£10,165.48	Gen. Admin	0409.6.1	SES, MWW, MLF	LGA 1972 S141
2004.16	06/09/2004	I/2004/233/MHH	HLB AV Audit	External Audit fee	000513	-£120.00	-£21.00	-£141.00	£10,024.48	Gen. Admin	0409.6.1	SES, MWW, ARD	ACA 1998 S3
2004.17	06/09/2004	O/2004/079/MHH	SLCC	Clerk's Maunal	000514	-£24.00	£0.00	-£24.00	£10,000.48	Gen. Admin	0409.6.2	SES, MWW, MLF	LGA 1972 S111
2004.18	06/09/2004	O/2004/080/MHH	NALC	AQA registration fee	000515	-£55.00	£0.00	-£55.00	£9,945.48	Gen. Admin	0409.6.2	SES, MWW, MLF	LGA 1972 S111
2004.19	06/09/2004	O/2004/078/MHH	M.H.Hunter	Expenses 0409	000516	-£58.70	£0.00	-£58.70	£9,886.78	Gen. Admin	0409.6.3	SES, MWW, MLF	LGA 1972 S111
Balance C/F						£2,901.91	-£555.41	£9,886.78	£9,886.78				

[Database categories are hidden in Column Q]

- Statute
- LGA Local Govt Act
- LGFA Local Govt Finance Act
- HA Highways Act
- PCA Parish Councils Act
- ACA Audit Commision Act

Category	Amount	Vat	Total
Brought Forward	£7,540.28	£0.00	£7,540.28
Precept	£5,000.00	£0.00	£5,000.00
Misc. Receipts	£38.63	£0.00	£38.63
Vat refund	£0.00	£0.00	£0.00
Income	£12,578.91	£0.00	£12,578.91
Clerk's Salary	£0.00	£0.00	£0.00
Gen. Admin	-£788.20	-£27.92	-£816.12
St Lighting	-£666.65	-£116.66	-£783.31
St Lighting repairs	£0.00	£0.00	£0.00
St Lighting (new)	£0.00	£0.00	£0.00
Grass Cutting	-£581.87	-£410.83	-£992.70
Traffic Calming	£0.00	£0.00	£0.00
Village Hall	£0.00	£0.00	£0.00
Misc. Expenses	-£100.00	£0.00	-£100.00
S137	£0.00	£0.00	£0.00
Expenditure	-£2,136.72	-£555.41	-£2,692.13
Income + Expenditure	£10,442.19	-£555.41	£9,886.78

Audit tables	
Brought Forward	£7,540.28
Precept	£5,000.00
Other income	£38.63
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£2,692.13
Balance	£9,886.78
Bank books	#
Assets	£0.00
Borrowing	£0.00

= check statements