



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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The meeting agreed not to object to the plans and instructed the Clerk to inform ENC accordingly.

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

### 5.2 Update on previous applications.

The Clerk advised that a resident of Britten Close had contacted him regarding the works at 5 Britten Close. It was suggested that the garage layout is to be altered, but ENC planning had not been able to confirm by the time of the meeting.

## 6 Financial Transactions

- 6.1 The following invoices were due for payment – ENC (grass cutting), ABB (St lighting maintenance), Powergen (St lighting power), NALC (Conference & AGM fee). The meeting resolved to approve these payments & authorised the cheques to be signed.

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

- 6.2 Cllrs considered a donation to the annual *Star & Garter* Bonfire & Fireworks display (£150 in previous years). The meeting resolved to approve a donation of £150 and authorised the appropriate cheque to be signed.

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

<b>The opening balance for the meeting was</b>	<b>£9,886.78</b>
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#### Receipts since the last meeting

2004.20 VAT refund	£638.24
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<b>Sub-total</b>	<b>£10,525.02</b>
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#### Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.21	ENC.	Grass-cutting (Apr – July 04)	000517	£1,317.22
2004.22	ABB	St Light Maint (Jul – Sept 04)	000518	£128.12
2004.23	Powergen	St Light Power (Jul – Sept 04)	000519	£267.90
2004.24	NALC	AGM & Conference fee	000520	£50.00
2004.25	Star & Garter	Donation to fireworks/bonfire	000521	£150.00
2004.26	M.H.Hunter	Expenses to 0410	000522	£32.19

<b>Total Expenditure this meeting</b>	<b>£1,945.43</b>
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<b>Closing Balance for this meeting</b>	<b>£8,579.59</b>
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- 6.4 The bank statements for the month of September had not yet been received & reconciled.
- 6.5 The Clerk advised the VAT refund for last year had been processed.
- 6.6 The Clerk advised that the statutory notices for the external audit had been displayed and the audit was now complete.

### 7 Updates on Projects List

#### 7.1 Traffic Calming Measures

The Clerk advised the TRO was awaited before further works could take place. White lining had taken place in Chelveston, though Britten Close had been missed. Atkins had been informed.

#### 7.2 305<sup>th</sup> BG Memorial opposite JST

Cllr Foulger advised that the local memorial group were unhappy with the Council's decision on the stonework.

#### 7.3 Ditches

As Cllr Meeson was absent, no report.

#### 7.4 Web Site

The Clerk advised for the 30 day period till 2<sup>nd</sup> October, 2% of the hits came from the USA & 7% from the Netherlands. The ISP has recently changed over to faster servers.

### 8 Addition of the Millennium Garden (behind the Village Hall) to the grass cutting contract.

*Cllr Foulger did not take part in this item.*

Cllr Palfreeman advised that the Clerk had received a quote of £5.80 (plus fees) per cut (including removal of clippings). The Council agreed to add the garden, to be done at the same time as the verges to the grass-cutting schedule and instructed the Clerk to notify ENC accordingly.

<b>Proposed by:</b>	<b>Cllr Stopps</b>	<b>Decision:</b>	<b>Unanimous</b>
<b>Seconded by:</b>	<b>Cllr Dale</b>		

### 9 NCC consultation on draft Local Transport Plan 2005/6 – 2010/11.

The Clerk recently attended a NCC workshop on the LTP at Thrapston and advised the Cllrs of the main points. The Clerk suggested the Councils feedback cover the A6/A45 interchange, inter-village foot/cycle paths and improved maintenance for B & C class roads.

The meeting instructed the Clerk to respond accordingly.

### 10 Autumn newsletter.

Cllr Palfreeman advised it was time for the next newsletter – regular subjects would include updates to the traffic calming & 305<sup>th</sup> memorial. Cllrs Dale & Foulger volunteered to produce it, each Cllr to offer (at least) one contribution.

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### 11 Visits, Training & Courses.

The Clerk advised of the following –

Tues 12<sup>th</sup> Oct – Additional EN Area Committee Mtg. @ 14:00 at ENC. (Cllr Foulger).

Weds 13<sup>th</sup> Oct – CAB AGM @ 19:30 at Raunds Town Hall.

Sat 16<sup>th</sup> & Sun 17<sup>th</sup> Oct – SLCC national conference & AGM @ Stratford-upon-Avon (Clerk).

Fri 22<sup>nd</sup> Oct – STOP AGM & Public meeting @ 19:30 at Overstone Village Hall.

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

### 12 Approval of Chairman's & Clerk's Correspondence Logs

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

<b>Proposed by:</b>	<b>Cllr Dale</b>		
<b>Seconded by:</b>	<b>Cllr Wooding</b>	<b>Decision:</b>	<b>Unanimous</b>

### 13 Councillor's Reports

The Clerk advised that Mr Marshall had started on the repair of the bench at the jct. of Bidwell & Caldecott Rd. He had originally planned to remove the bench from site, but this had not proved possible, so the metalwork was been treated in situ. Several Cllrs had met him whilst at work.

The Clerk advised that Mr Marshall had obtained his chainsaw certificate.

Cllrs Dale & Palfreeman suggested different tasks he could do. It was agreed that the Clerk is to ask for a quote for the white painting of the traffic-calming gateway on the Raunds Rd.

Cllr Dale raised the issue of trees overhanging the footway by 1 Kimbolton Rd. Cllr Foulger to advise if they were planted in the verge (NCC) or the garden (landowner's responsibility).

Cllr Dale raised the problem of litterbins and the contractors not replacing the tops. It was suggested that the Clerk approach ENC to quote for the replacement of three of the bins with different lids.

#### Date of Next Meeting:

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

The Meeting closed at 8:02 p.m.

**Issued on 5<sup>th</sup> October 2004.**

**Pages 929 – 936 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
<b>2004</b>				
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
09/08/2004	I-2004-215-MHH	ENC (Sharon Hadley)	PTC - ENC mtg minutes	Circulated
14/08/2004	I-2004-219-MHH	NCC (James Edmunds)	Members wanted for NCC Members Allowances Ind Review Panel	Circulated
25/08/2004	I-2004-225-MHH	EMDA	EMDA News issue 19 (August 2004)	Circulated
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	File
01/09/2004	I-2004-230-MHH	ENC	Councillors Information Circular August 2004	File
07/09/2004	I-2004-235-MHH	NALH	Hindsight magazine Issue 7 (Sept 2004)	File
07/09/2004	I-2004-236-MHH	EMDA	Invite to Living Innovation on 12th October 2004	File
08/09/2004	I-2004-237-MHH	Geodesys	Change of address info	File
08/09/2004	I-2004-238-MHH	NALC	Update issue 5 (Sept 04) & training course info	File
09/09/2004	I-2004-239-MHH	ABB	Invoice for St Lighting maintenance (Jul - Sept 04)	Actioned
11/09/2004	I-2004-240-MHH	C&CD	Clerks & Councils Direct issue 35 September 2004	File
21/09/2004	I-2004-241-MHH	NGH NHS Trust	Northampton General Hospital Annual Report 2003/4	Circulated
21/09/2004	I-2004-242-MHH	NCC (Chris Wragg)	LTP 2006/7 - 2010/11 issues paper consultation	Actioned
21/09/2004	I-2004-243-MHH	EMDA	Annual Public Mtg on 14th Oct at Leicester	File
21/09/2004	I-2004-244-MHH	NCC (Louise Brown)	Tree Warden update & handbook	TW file
22/09/2004	I-2004-245-MHH	SLCC	Receipt for Clerks Manual	File
22/09/2004	I-2004-246-MHH	NALC	AGM & conference booking form	Actioned
24/09/2004	I-2004-247-MHH	NCC (J.Chamberlain)	Additional EN Area Committee mtg on Tues 14th Dec @ Raunds	File
24/09/2004	I-2004-248-MHH	CAB	AGM on 13th Oct @ Raunds	File
24/09/2004	I-2004-249-MHH	ODPM	Questionnaire on provision of allotments/comm gardens/city farms	Awaiting
25/09/2004	I-2004-250-MHH	Victim Support	Annual Report 2002/3	File
29/09/2004	I-2004-251-MHH	DEFRA	Notification of DEFRA study into Clean Neighbourhoods	File
30/09/2004	I-2004-252-MHH	ENC	Agenda for Standards Board mtg on 6th October 2004	File
01/10/2004	I-2004-253-MHH	Customs & Excise	BACS remittance for VAT claim	File
01/10/2004	I-2004-254-MHH	ENC (L.Jones)	Invoice for grass cutting (April - July 2004)	Actioned
01/10/2004	I-2004-255-MHH	ENC (Planning)	Application for first floor side ext. at 9 Duchy Close, Chelveston	Actioned
01/10/2004	I-2004-256-MHH	NCC (VSSU)	Performance targets and application pack	File
01/10/2004	I-2004-257-MHH	Wickstead Leisure	Brochure on DDA & playground equipment	File
02/10/2004	I-2004-258-MHH	ENC	Councillors Information Circular September 2004	Circulated
02/10/2004	I-2004-259-MHH	STOP	AGM & public meeting on 22nd October 2004	File

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.
<b>2004</b>						
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		
07/09/2004	O-2004-079-MHH	SLCC	Order for new Clerk's Manual	Posted	0409.12	
07/09/2004	O-2004-080-MHH	NALC	AQA registration fee	Posted	0409.13	
08/09/2004	O-2004-081-MHH	HLB AV Audit	Audit fee	Delivered	0409.6.1	I-2004-233-MHH
10/09/2004	O-2004-082-MHH	Chris Marshall	Order for Bench repair by Bidewell Jct, Caldecott	Posted	0409.8	I-2004-203-MHH
11/09/2004	O-2004-083-MHH	Atkins (John Robinson)	Annual performance questionnaire response	Posted	0409.10	I-2004-222-MHH
21/09/2004	O-2004-084-MHH	McDonalds, Raunds	Food wrapper litter	Posted	0409.18	
21/09/2004	O-2004-085-MHH	Customs & Excise	VAT claim for year ending 31st March 2004	Posted		
22/09/2004	O-2004-086-MHH	Mr Paul Smith	Reference for Arthur Hunter	Posted		
26/09/2004	O-2004-087-MHH	BT	Chaser for 305th memorial	Posted		
26/09/2004	O-2004-088-MHH	Parish Cllrs	Agenda 0410	Delivered		
28/09/2004	O-2004-089-MHH	ENC (Julia Fraser)	Response to Licensing consultation	Posted		I-2004-231-MHH
02/10/2004	O-2004-090-MHH	Parish Cllrs	Minutes 0410	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
07/09/2004	SLCC - order for Clerk's Manual		21	1		1			
07/09/2004	NALC - AQA registration fee		21	1		1			
07/09/2004	Wanadoo - ISP braodband								17.99
08/09/2004	Minutes 0409 - 4 P.Cllrs & File	9			4	36			
08/09/2004	Minutes 0409 - D.Cllr	9	28		1				
09/09/2004	HLB AV Audit - fees		28	1		2			
10/09/2004	C.Marshall - order for repairs to bench	1	21	1		1			
11/09/2004	Atkins - annual questionnaire response					2			
11/09/2004	Audit completion posters					8			
21/09/2004	McDonalds - litter	1	21	1		1			
21/09/2004	Customs & Excise - VAT claim	1	21	1		3			
22/09/2004	P.Smith - reference for Arthur Hunter	1	21	1		1			
28/09/2004	ENC - Licensing response					3			
28/09/2004	BT - 305th chaser	1	21	1		1			
29/09/2004	Agenda 0410 - 7 P.Cllrs & file	4		7		28			
29/09/2004	Agenda 0410 - 2 D.Cllrs	1	42	2		1			
30/09/2004	ENC - NCC LTP mtg								12
<b>TOTALS</b>		£1.12	£2.45	£0.51	£0.50	£3.56	£0.00	£6.06	£17.99

**TOTAL VALUE = £32.19**

