



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 6 Planning Matters

#### 6.1 Update on previous applications.

The Clerk advised that ENC had located the plans to the alteration of the garage layout at 5 Britten Close, which had been approved by the planning officer.

### 7 Financial Transactions

- 7.1 The following cheque was requested ahead of invoice, to be released subject to completion of works and presentation of invoice – Mr C.Marshall (Raunds Rd gateway painting), subject to item 11. The meeting resolved to approve this payment & authorised the cheque to be signed.

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

- 7.2 A full list of the Clerk's expenses was included with the agenda. Cllr Dale queried the large mileage payment for the SLCC conference. The Clerk confirmed it was at the national rate and that he had not claimed for the SLCC conference fee. Cllr Palfreeman felt that the Council should re-imburse all the expenses incurred. The meeting resolved to approve the revised payments and authorised the appropriate cheques to be signed.

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

<b>The opening balance for the meeting was</b>	<b>£8,579.59</b>
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#### Receipts since the last meeting

2004.24 NALC AGM & Conference refund	£50.00
2004.27 NWB interest (July - September 2004)	£52.82

<b>Sub-total</b>	<b>£8,682.41</b>
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#### Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.28	C.Marshall	Bench repair ( <i>Exec action</i> )	000523	£130.00
2004.29	C.Marshall	Raunds Gateway painting	000524	£120.00
2004.30	M.H.Hunter	Expenses to 0411	000525	£96.41
2004.31	M.H.Hunter	SLCC Conference fee	000526	£100.00

<b>Total Expenditure this meeting</b>	<b>£446.41</b>
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<b>Closing Balance for this meeting</b>	<b>£8,236.00</b>
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- 7.3 The bank statements for the month of October have been received & reconciled.
- 7.4 The Clerk advised the payment of the NALC AGM & conference had been refunded due to the conference being cancelled (due to lack of interest).

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### 8 Updates on Projects List

#### 8.1 Traffic Calming Measures

The Clerk advised the TRO plans had been drawn up by Atkins, but due to a shortage of funds they had referred all 5 schemes back to NCC to be prioritised. We are 2<sup>nd</sup> in the list.

#### 8.2 305<sup>th</sup> BG Memorial opposite JST

In the absence of Cllr Foulger, no report.

#### 8.3 Ditches

In the absence of Cllr Meeson, no report.

#### 8.4 Web Site

The Clerk advised for the 30 day period till 5<sup>th</sup> November, 6% from Cyprus, 5% of the hits came from the USA, & 3% from the Netherlands. The ONS had now provided the missing population figures, so we now cover 1801-2001 (except 1941 – no census).

### 9 Council budget for 2005/6.

Cllr Palfreeman advised that the Clerk included a draft budget with the agenda, but it was for the Cllrs to decide where the spending priorities should be and set the budget accordingly.

Cllr Dale commented that the precept may have to be raised for 2006/7 to meet the rising running costs and the newsletter should highlight the fact it is being held this year.

The Clerk advised that ENC had written to the Council to advise of new precept arrangement for next year. Instead of Councils with precepts of under £10k receiving the full amount in April 2005, Councils with precepts of under £25k will receive 25% in April, July, September & December 2005. The Clerk had written to ENC to point out that parishes with small precepts and no reserves may not be able to pay their bills on time and suggested parishes with precepts under £10k receive 50% payments in April & September 2005. ENC had written back to acknowledge the new scheme may cause difficulties and the payment dates may be reviewed if other Councils complained.

The Council agreed to adopt the draft budget (enclosed).

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

### 10 Replacement of three litter bins in Water Lane Chelveston.

The Clerk advised of the negotiations with ENC. Originally the 3 bins would have cost the Council £842.07, but ENC have agreed that they would have replaced the 3 “lift-top” bins with plastic replacements anyway and so instead will only charge the Council the difference between the plastic and metal “hinged” bins. This would amount to approx. £267. Cllr Stopps thought this was good value and should be accepted.

The meeting instructed the Clerk to respond accordingly.

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



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 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 Dale  
**Seconded by:** Cllr Stopps                      **Decision:** Unanimous

### 17 Councillor's Reports

The Clerk advised that the US DoD website carried an article on the closure of 10 microwave radio masts in the UK, including Chelveston, by December.

The Clerk advised that Cllr Foulger & he had attended the NALC AGM. Only 28 of 200 councils were represented and the afternoon's conference had been cancelled. Matters included increased subscription fees for 2005, special rates TCs with 20,000+ electorate (e.g. Rushden) and the East Midlands Regional Assembly.

The Clerk advised he had attended the 3 day SLCC conference in Stratford-upon-Avon. Topics included the new SLCC/NALC agreed Clerk's contract and the new pay scales (£14k - £55k), which would bring the Clerk's p/t pay up to £1,925. NB. This does not affect the pay position of the current Clerk (by mutual agreement), but will be relevant when employing a future Clerk. A speaker from IDeA commented on the ODPM's plans converting to a system of first tier councils (i.e. PTC), unitary councils (i.e. countywide) and regional government (i.e. EM region – 5 counties). Amalgamations of parish meetings and dormant parish councils with adjacent active parish councils have been considered.

#### Date of Next Meeting:

Optional Meeting on 6<sup>th</sup> December 2004 at 7.30.p.m. in the Chelveston Village Hall.

Ordinary Meeting on 10<sup>th</sup> January 2005 at 7.30.p.m. in the Chelveston Village Hall – this meeting will set the Precept for 2005/6.

The Meeting closed at 8:04 p.m.

**Issued on 8<sup>th</sup> November 2004.**

**Pages 937 – 946 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

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### Budget for 2005/6

B/fwd (est.)	£ 3,309.97
Precept	£ 5,000.00
Vat Refund	£ 1,000.00
NWB interest	£ 100.00
Other income	£ 1,700.00
<b>Total income</b>	<b>£11,129.97</b>

St Lighting – running	£ 1,400.00
Repairs – lights/seat	£ 0.00
General Expenses	£ 600.00
Clerk's Salary	£ 1.00
Subscriptions	£ 125.00
Verge maintenance	£ 2,300.00
Conferences & training	£ 100.00
Hall hire	£ 120.00
S137 & donations	£ 250.00
<b>Total running costs</b>	<b>£ 5,036.00</b>

St Lighting – new	£ 1,800.00
War memorial	£ 500.00
Grounds maintenance	£ 500.00
Traffic calming	£ 1,500.00
<b>Total improvements</b>	<b>£ 4,300.00</b>

Vat	£ 750.00
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<b>Total spend</b>	<b>£10,086.00</b>
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<b>C/fwd (est.)</b>	<b>£ 1,043.97</b>
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### Parish Council Meetings 2005

Meeting	Type
10 <sup>th</sup> January	Ordinary
7 <sup>th</sup> February	<i>Optional</i>
14 <sup>th</sup> March	Ordinary
4 <sup>th</sup> April	Annual Parish Assembly
4 <sup>th</sup> April	<i>Optional (after APA)</i>
9 <sup>th</sup> May	Annual Meeting
6 <sup>th</sup> June	<i>Optional</i>
11 <sup>th</sup> July	Ordinary
8 <sup>th</sup> August	<i>Optional</i>
12 <sup>th</sup> September	Ordinary
3 <sup>rd</sup> October	<i>Optional</i>
14 <sup>th</sup> November	Ordinary
5 <sup>th</sup> December	<i>Optional</i>

Chelveston-cum-Caldecott Parish Council  
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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
05/10/2004	I-2004-260-MHH	NCC (Area Committee)	Agenda for mtg on 12th October @ Thrapston	File
06/10/2004	I-2004-261-MHH	ENC (Keith Osborne)	Agenda for ENC Issues mtg on 11th October 2004	File
07/10/2004	I-2004-262-MHH	NACRE	Calor Village of the Year details	File
09/10/2004	I-2004-263-MHH	Powergen	Invoice for St Lighting power (Jul - Sept 04)	Actioned
09/10/2004	I-2004-264-MHH	Star & Garter	Donation to Bonfire night	Actioned
09/10/2004	I-2004-265-MHH	NWB	Bank statements for September 2004	File
10/10/2004	I-2004-266-MHH	Chris Marshall	Invoice for bench refurbishment	Actioned
10/10/2004	I-2004-267-MHH	Chris Marshall	Quote for white painting the Raunds Rd gateway	Awaiting
11/10/2004	I-2004-268-MHH	LEBC	Poster on mentoring in the East Midlands	Actioned
13/10/2004	I-2004-269-MHH	ENC (Planning)	Amended garage drawings for 5 Britten Close	Awaiting
13/10/2004	I-2004-270-MHH	NCC (Mark Chant)	Minerals Local Plan - second draft deposit	Circulated
14/10/2004	I-2004-271-MHH	NCC (Louise Brown)	The Tree Guardian - Autumn 2004 issue	TW file
14/10/2004	I-2004-272-MHH	BTCV	Wellyboot - Autumn 2004 issue	Circulated
15/10/2004	I-2004-273-MHH	PPI Forum	Posters for display	Actioned
15/10/2004	I-2004-274-MHH	ENC (Mark Coleman)	Posters for display	Actioned
15/10/2004	I-2004-275-MHH	ENC (Terrie Watson)	EN Comm Safety Wider Partnership Event	File
15/10/2004	I-2004-276-MHH	The Local Channel	Website offers	File
18/10/2004	I-2004-277-MHH	US DoD	News release on closure of 10 UK microwave radio sites	File
18/10/2004	I-2004-278-MHH	ENC (Barbara Ding)	Updated on SBE advice regarding Freemasons	Awaiting
20/10/2004	I-2004-279-MHH	ENC (Karen Williams)	EN Tourist event on Tues 30th Nov	File
23/10/2004	I-2004-280-MHH	Vaughtons	Design for civic chain	Awaiting
23/10/2004	I-2004-281-MHH	ENC (Rob Austin)	Precept request form for 2005/6	Awaiting
27/10/2004	I-2004-282-MHH	EMDA	Annual Report 2003/4	File
28/10/2004	I-2004-283-MHH	Carers Federation	Posters for display	Actioned
28/10/2004	I-2004-284-MHH	ENC (Colin Ray)	Community Safety fund	Awaiting
29/10/2004	I-2004-285-MHH	ENC	Reports of Committees - November 2004	Circulated
29/10/2004	I-2004-286-MHH	ENC	Councillors Information Circular October 2004	Circulated
30/10/2004	I-2004-287-MHH	ENC (L.Campion)	Poster for display	Actioned
30/10/2004	I-2004-288-MHH	ODPM	Ethical framework regulations now in force	File
30/10/2004	I-2004-289-MHH	C&CD	Clerks & Councils Direct issue 36 October 2004	Circulated
01/11/2004	I-2004-290-MHH	ENC (Cherry French)	E-mail on Litter bins in Water Lane	Awaiting
01/11/2004	I-2004-291-MHH	ENC (Rob Austin)	E-mail on Precept changes	File
02/11/2004	I-2004-292-MHH	USAF 423rd ABS	Invite to Thanksgiving service at RAF Alconbury	File
02/11/2004	I-2004-293-MHH	ENC (Keith Osborne)	Agenda for meeting on Mon 8th November	File
06/11/2004	I-2004-294-MHH	NWB	Bank statements for October 2004	File
06/11/2004	I-2004-295-MHH	M.L.Foulger	Receipt for wreath	Awaiting
06/11/2004	I-2004-296-MHH	NALC	Guide to becoming a Quality Council	File
06/11/2004	I-2004-297-MHH	NALC	Update - Issue 6 October/November 2004 & Annual reports	Circulated
06/11/2004	I-2004-298-MHH	ENC	Minutes of Planning Committee mtg on 3rd November 2004	Circulated
06/11/2004	I-2004-299-MHH	ENC	North Northants LDV & joint planning committee set-up	Circulated
08/11/2004	I-2004-300-MHH	NPA	Unsung heroes award nomination forms	File
08/11/2004	I-2004-301-MHH	NCC (Jenny Lewis)	Vacancy for a member of the Local Access Forum (NLAf)	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
<b>2004</b>						
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		
05/10/2004	O-2004-091-MHH	ENC (Planning)	Response to application at 9 Duchy Close, Chelveston	Posted	0410.5.1	I-2004-255-MHH
06/10/2004	O-2004-092-MHH	ENC	Payment of invoice	Posted	0410.6.1	I-2004-254-MHH
06/10/2004	O-2004-093-MHH	NALC	AGM & Conference fee	Posted	0410.6.1	I-2004-246-MHH
09/10/2004	O-2004-094-MHH	ABB	Payment of St Lighting maintenance invoice	Posted	0410.6.1	I-2004-239-MHH
12/10/2004	O-2004-095-MHH	Chris Marshall	Payment of bench repair invoice	Posted	Exec	I-2004-266-MHH
18/10/2004	O-2004-096-MHH	ENC (Roger Bradshaw)	Street signs	Posted	0406.14	
25/10/2004	O-2004-097-MHH	NCC (Chris Wragg)	Response to NCC LTP consultation	Posted	0410.9	I-2004-242-MHH
02/11/2004	O-2004-098-MHH	Parish Cllrs	Agenda 0411	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
05/10/2004	ENC (Planning) - 9 Duchy close response		21	1					
06/10/2004	NALC - AGM & conf fee		21	1		1			
06/10/2004	ENC - payment of invoice		21	1					
06/10/2004	Wanadoo - ISP broadband								£17.99
08/10/2004	Minutes 0410 - 4 P.Cllrs & File	8			4	32			
08/10/2004	Minutes 0410 - D.Cllr	8	28	1					
09/10/2004	ABB - payment of invoice		21	1					
12/10/2004	C.Marshall - payment of invoice		21	1		1			
16/10/2004	SLCC Conference (Stratford upon Avon)							140	
18/10/2004	ENC (Roger Bradshaw) - street signs	1	28	1		1			
25/10/2004	NCC - response to LTP consultation		28	1		2			
30/10/2004	ENC poster copy					1			
01/11/2004	E-mail print (ENC - Rob Austin)	3							
01/11/2004	E-mail print (ENC - Cherry French)	1							
02/11/2004	Agenda 0411 - 7 P.Cllrs & file	4		7		28			
02/11/2004	Agenda 0411 budget info - 7 P.Cllrs & file	2				14			
02/11/2004	Agenda 0411 - 2 D.Cllrs	1	56	2		1			
	<i>Following amendment by Cllrs at the meeting</i>								
27/09/2004	SLCC conference fee								£100.00
	<b>TOTALS</b>	£1.12	£2.45	£0.51	£0.40	£3.24	£0.00	£70.70	£117.99

**TOTAL VALUE = £196.41**

