

Chelveston-cum-Caldecott Parish Council

Northamptonshire

5 Planning Matters

5.1 EN/04/02202/FUL – Rear porch and first floor extension, plus garage widening at 16 Duchy Close, Chelveston.

Cllr Palfreeman explained the plans. The Clerk had visited 12, 14 & 18 Duchy Close with no objections.

The Council 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 EN/04/02023/FUL – Single story garage and lounge extensions, plus new access drive at 1 Kimbolton Road, Chelveston.

Cllr Palfreeman explained the plans. The Clerk had visited *Tanglefoot & The Shieling* with no objections. The Clerk suggested the Council may wish to consider a condition asking for any trees that may be removed to be replaced with ones of similar type & size. This was agreed.

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

Proposed by: Cllr Dale

Seconded by: Cllr Wooding

Decision: Unanimous

5.3 Update on previous applications.

The Clerk advised the first floor side extension to 9 Duchy Close had been granted by officer delegation.

6 Financial Transactions

6.1 The following expenses were due for payment – Cllr Mr M.L.Foulger (Poppy Wreath), Cllr A.R.Dale (Newsletter printing) & ABB (Quarterly street lighting maintenance). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed by: Cllr Stopps

Seconded by: Cllr Meeson

Decision: Unanimous

6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payments and authorised the appropriate cheque to be signed.

Proposed by: Cllr Dale

Seconded by: Cllr Wooding

Decision: Unanimous

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The opening balance for the meeting was	£8,236.00																														
Receipts since the last meeting																															
None																															
Sub-total	£8,236.00																														
Payments to be made this meeting																															
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Number</th> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Item</th> <th style="text-align: left;">Cheque</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>2004.32</td> <td>M.L.Foulger</td> <td>Poppy wreath</td> <td>000527</td> <td style="text-align: right;">£16.50</td> </tr> <tr> <td>2004.33</td> <td>A.R.Dale</td> <td>Newsletter printing</td> <td>000528</td> <td style="text-align: right;">£16.19</td> </tr> <tr> <td>2004.34</td> <td>ABB</td> <td>St Lighting Maint (Oct – Dec 04)</td> <td>000529</td> <td style="text-align: right;">£128.12</td> </tr> <tr> <td>2004.35</td> <td>M.H.Hunter</td> <td>Expenses to 0412</td> <td>000530</td> <td style="text-align: right;">£38.72</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total Expenditure this meeting</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">£199.53</td> </tr> </tbody> </table>	Number	Payee	Item	Cheque	Amount	2004.32	M.L.Foulger	Poppy wreath	000527	£16.50	2004.33	A.R.Dale	Newsletter printing	000528	£16.19	2004.34	ABB	St Lighting Maint (Oct – Dec 04)	000529	£128.12	2004.35	M.H.Hunter	Expenses to 0412	000530	£38.72	Total Expenditure this meeting				£199.53	
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Closing Balance for this meeting	£8,036.47																														

- 6.3 The bank statements for the month of November have not yet been received & reconciled.
- 6.4 The Clerk advised the payment of the 2004 grass-cutting grant had been requested.

7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk advised the Raunds Road gateway had been white painted. Following approval by 4 Cllrs, the Clerk had issued the cheque on receipt of invoice. Mr Marshall has been asked to quote for the Kimbolton Rd gateway painting.

7.2 305th BG Memorial opposite JST

In the absence of Cllr Foulger, no report.

7.3 Street Lighting

Cllr Dale requested that lamp No. 43 in Foot Lane be replaced (weak bulb). The Clerk had attended a site meeting to obtain a quote for the Higham Rd footway crossing light. Two further quotes would be obtained, as required by the ENC grant scheme.

7.4 Ditches

Cllr Meeson advised he not been able to contact the driver due to illness.

7.5 Web Site

The Clerk advised for the 30 day period till 4th December, 5% of the hits came from the USA. Following the "advert" in the parish newsletter, Mr & Mrs Freeman had made contact to offer information on the Chelveston Clubhouse, to be added to the history pages.

The domain name (£8.23) and the site (£35.25) are due for renewal in January. The Clerk asked the meeting to choose between renewing the existing name/site or swapping to the free site offered by ENC. Cllr Dale felt the Council should keep its own domain name.

The meeting agreed to renew the site/domain name and instructed the Clerk to take the necessary actions.

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

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8 Grass cutting contract for 2005.

Cllr Palfreeman advised that the contract was due for renewal. The NCC-Atkins service had now increased to 5 cuts for the price of 4, compared to 8 cuts the Council currently pay for. The Council had to choose between the current arrangements or swapping back to NCC-Atkins.

The meeting agreed to retain the present grass-cutting contractor and instructed the Clerk to take the necessary actions.

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

9 Request for approval to purchase office equipment - laminator.

The Clerk requested approval to buy a laminator in the January sales, since notices on the open noticeboards suffered from wind, rain & damp. The Clerk requested the Council set an upper limit of how much he could spend.

The meeting agreed to allow the Clerk to purchase a laminator for a machine that would last and to use his own judgement as to cost.

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

10 Continuity Planning – Clerk / RFO job description and person specification.

Cllr Palfreeman advised that the Clerk had issued information with the agenda and asked him to explain the documents. The Clerk had covered the background of Clerk recruitment and some of the problems it had caused for previous Councils. He had produced the documents in keeping with best practice, but stressed it was for the Cllrs to debate and decide the final content. Cllr Dale suggested that the RFO job specification item 9 be altered to remove the word "financial".

The meeting adopted the documents with the amendment suggested by Cllr Dale.

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

11 Visits, Training & Courses.

The Clerk advised of the following –

Tues 14th Dec – NCC EN Area Committee at Saxon Hall, Raunds @ 19:00.

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.

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

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13 Councillor's Reports

The Clerk advised that ENC had advised that the village framework approach for the Local Development Framework (LDF) had been amended. The uniform approach to planning in rural areas will not be adopted. A new rural strategy will be available for consultation in the New Year, which will be more flexible. The feedback from the recent Local Development Papers will inform the preparation of the Local Development Documents, which will combine to form the new LDF. Until this is adopted (2006?), the current "restricted infill" status remains in force.

The Clerk advised that he had attended the ENC e-gov session with 5 other Clerks. The meeting had aired several problems with ENC's IT/e-gov systems. The Clerks had volunteered to take part in the ODPM funded ECDL course alongside ENC staff & Cllrs.

The Clerk advised that a resident of Duchy Close had asked about improving the street lighting. A possible solution might be to change lamp 9 (by 5 Duchy Close) to a sodium filament.

The Clerk advised that the Church clock was now striking the hour.

Cllr Izzard had asked to Clerk to investigate repairs to the war memorial in the churchyard. The Clerk confirmed that the Council could use its powers under the War Memorials (Local Authority Powers) Act 1923 & LGA 1948 to maintain the war memorial in the churchyard. The Clerk suggested the Council write to the PCC first. This was agreed.

Cllr Dale commented on the missing tops to the litterbins in Water Lane. The Clerk confirmed the new bins were on order.

Cllr Palfreeman requested the Clerk contact NCC Highways & Anglian Water with regard to the broken storm drains in Caldecott.

Date of Next Meeting:

Ordinary Meeting on 10th 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 8:02 p.m.

Issued on 8th December 2004.

Pages 947 – 955 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						
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		
08/11/2004	O-2004-099-MHH	Parish Cllrs	Minutes 0411	Delivered		
27/11/2004	O-2004-100-MHH	Parish	Autumn Newsletter	Delivered		
10/11/2004	O-2004-101-MHH	Chris Marshall	Order for painting of Raunds Rd gateway	Posted	0411.11	I-2004-267-MHH
10/11/2004	O-2004-102-MHH	Stable Hire	Opening hire account	Posted	0411.11	
20/11/2004	O-2004-103-MHH	Chris Marshall	Payment for gateway painting invoice & request for quote	Posted	0411.11	I-2004-304-MHH
23/11/2004	O-2004-104-MHH	Atkins (Lara Inglott)	Request for grant payment	Posted		
30/11/2004	O-2004-105-MHH	Parish Cllrs	Agenda 0412	Delivered		
30/11/2004	O-2004-106-MHH	Parish Cllrs	Clerk & RFO job description	Delivered		
30/11/2004	O-2004-107-MHH	Parish Cllrs	Clerk & RFO person specification	Delivered		
30/11/2004	O-2004-108-MHH	Parish Cllrs	Minutes 0412	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
07/11/2004	Pre-minutes for Chair/Clerk	5				5			
08/11/2004	Wanadoo - ISP broadband								£17.99
09/11/2004	Minutes 0411 - 4 P.Cllrs & file	10			4	40			
09/11/2004	Minutes 0411 - D.Cllr	10	28		1				
10/11/2004	Chris Marshall - Order to paint gateway	1	28	1		1			
10/11/2004	Stable Hire - Opening hire account	1	28	1		1			
16/11/2004	ENC - PTC e-gov meeting							12	
20/11/2004	Chris Marshall - payment of invoice	1	28	1		1			
23/11/2004	Atkins - claim for grass cutting grant	1	28	1		1			
29/11/2004	ENC - PTC e-gov mtg (ECDL registration)							12	
30/11/2004	Agenda 0412 - 7 P.Cllrs & file	8		7		56			
30/11/2004	Agenda 0412 - 2 D.Cllrs	1	56	2		1			
TOTALS		£1.52	£1.96	£0.39	£0.50	£4.24	£0.00	£12.12	£17.99

TOTAL VALUE = £38.72

