

Chelveston-cum-Caldecott Parish Council

Northamptonshire

The Clerk advised the rear porch & first floor extension with garage widening to 16 Duchy Close had been granted by officer delegation.

6 Financial Transactions

- 6.1 The following expenses were due for payment – Chelveston Village Hall (2004 hire), SLCC (2005 subscription). The following cheque was requested ahead of invoice, to be released subject to completion of works and presentation of invoice – Mr C.Marshall (Kimbolton Rd gateway painting), subject to item 9. The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

The opening balance for the meeting was	£8,036.47
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Receipts since the last meeting

2004.36 NCC grass cutting grant	£485.91
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2004.37 Cancellation of 2004.23 (Powergen St Lighting Jul-Sept 04)	267.90
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Sub-total	£8,790.28
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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.38	Village Hall	Village Hall Hire 2004	000531	£120.00
2004.39	SLCC	Subscription fee 2005	000532	£30.00
2004.40	C.Marshall	Kimbolton Rd gateway painting	000533	£135.00
2004.41	M.H.Hunter	Expenses to 0501	000534	£173.41

Total Expenditure this meeting	£458.41
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Closing Balance for this meeting	£8,331.87
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- 6.3 The bank statements for the months of November & December have been received & reconciled.

- 6.4 The Clerk advised Powergen had not cashed the payment for the Jul-Sept 2004 street lighting, nor could they locate it. In consultation with Cllr Foulger (as IFC), the Clerk had instructed NWB to cancel the cheque. Powergen have advised they were experiencing computer problems and were currently unable to invoice the Council for Jul-Dec 2004.

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7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk advised the TRO was in place & the 30 mph signs had been installed in their new position on the Kimbolton Rd, though the old village sign had not yet been removed.

7.2 305th BG Memorial

Cllr Foulger had no report. The Clerk confirmed he had written to BT again.

7.3 Street Lighting

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

7.4 Ditches

Cllr Meeson had not contacted the digger driver yet. NCC have been digging out ditches and run-offs in and around the parish.

7.5 Parish Council Website

The Clerk advised for the 30 day period till 9th January, 9% of the hits came from the USA & 3% from Cyprus. The domain name and the site had been renewed.

The Clerk advised that this item would be re-titled "e-government issues" in future to acknowledge it dealt with wider issues than just the web-site.

Further to the comments made by Cllr Wooding, the revised rules from BT now meant the ADSL link could operate at 1M (as opposed to 512k). Wanadoo charged the same rate for either service, but there was a £20 one-off payment to upgrade. Cllr Dale did not believe there was any need for a faster service at this time.

8 Precept for 2005/6.

Cllr Meeson reminded the meeting that in November the Council had set a budget based on a £5,000 precept (for the fourth year running). It was now time to formally request the precept. The tax base figures from ENC use 162 households in the parish.

The meeting agreed to set the precept at £5,000 and instructed the Clerk to take the necessary actions.

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

9 Painting of the Kimbolton Road gateway.

Cllr Meeson advised that the Clerk had contacted Mr Marshall for a quote to white paint the gateway, to improve its visibility, as per the Raunds Road gateway. The quote was for £135. The Clerk confirmed that Mr Marshall now had £5m public liability cover.

The meeting instructed the Clerk to place an order accordingly.

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

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10 Revised dates for Council Meetings in 2005.

Cllr Meeson advised that the village hall would now be available for use by the Council on the second Monday of each month. As this was a simpler arrangement than the "second week odd months, first week even months" that was used last year, the Clerk had agreed the revised dates with the Village Hall secretary.

As before, the even months will be optional meetings, depending on if there was sufficient business for the Council to need to meet. The new dates are attached.

11 Data Protection Act & Freedom of Information Act (FOIA) – Council procedures.

The Clerk advised that the FOIA was now in force and that the Council had a duty to respond to written requests (inc. fax & e-mail) within 20 working days. The Council had issued a publication scheme that had been approved by the Information Commissioner. The Clerk would be the nominated officer for handling the requests and ensuring that a response was made within the time limit. Cllrs should pass on any requests they receive to the Clerk as soon as possible to ensure compliance.

Where information was held under a qualified (as opposed to an absolute) exemption, the Clerk would advise the Council (or the Executive if time did not permit) for a public interest ruling. This is fairly unlikely for the information held by this Council.

The Clerk asked the Council to agree what charges (if any) should be made for the provision of printed copies of information held. Cllr Dale felt the Council should not charge. Where possible the Council should provide replies via the web-site. Cllrs Stopps & Meeson felt that some people would not be able to use the Internet (even via public libraries) and that the Council must offer hardcopy in such circumstances.

The Clerk raised the issue of visits to the Clerk's home & the Council agreed to use of the Village Hall as necessary.

The Clerk advised that the Council held computer records of the names & addresses of the Councillors, for the purpose of issuing agendas & minutes, etc, which was a statutory requirement under LGA 1972. The Parish Councillors were therefore deemed to have consented by virtue of their acceptance of office. Similarly, the names & addresses of the District Councillors were in the public domain, as a requirement of their office. The copy of the full electoral roll is exempt by virtue of statute.

The meeting agreed to the above process and instructed the Clerk to act accordingly.

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

12 ENC Draft rural strategy consultation.

Cllr Meeson advised that copies of this had been circulated to Cllrs and asked what response the Clerk should make to ENC. The meeting decided not to respond.

13 Path Warden's report.

The Clerk (as PPW) reported that most of the footpaths that crossed ploughed fields had been marked out with marker sticks. A footbridge on the parish boundary (MM1, MM13 & VC23) had been reported to NCC ROW for investigation, due to its poor condition.

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14 Visits, Training & Courses.

The Clerk advised of the following –

Mon 21st Feb – Code of Conduct, Standards, etc Corn Market Hall, Kettering @ 19:00 (£20).

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

- 15.1 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 Foulger	Decision:	Unanimous

16 Councillor's Reports

The Clerk advised that the three new litterbins had been installed in Water Lane. This would count towards the Councils "planning out crime" initiative.

The Clerk advised that the bird-table, etc in Bidwell Lane had finally been removed, but a lot of white goods & tyres had been dumped up by the airbase. ENC is aware.

The Clerk confirmed that Atkins had cut back the overhanging bushes in Kimbolton Road.

The Clerk advised that Defence Estates had confirmed that the US microwave tower had been handed back to MOD, who had decided to retain it for the time being.

The Clerk advised that a resident of Duchy Close had complained about parking & had been referred to ENC planning regarding possible enforcement.

Cllr Wooding reported that lamp 30 (opposite Poplar Farm barns) was dim & requested the lamp be replaced.

Cllr Foulger reported on the low turnout at the NALC AGM (see item 0411.17) and that the NALC county secretary had written to member Councils about their lack of support. This Council has traditionally always sent a representative.

Cllr Foulger felt that the Council should undertake the Parish Plans & Village Design Statement (VDS), as advocated in the ENC draft rural strategy. Cllrs Dale & Meeson felt there wouldn't be a lot of support for it given the Disbrowe Court history.

The meeting went into closed session for item 17 under s100A LGA 1972 (discussion of exempt information).

17 Introduction of the SLCC – NALC "Conditions of Service for Clerks of Local Councils".

The Clerk advised that, at their respective AGMs, the SLCC & NALC had both accepted the new joint agreement for the conditions of service for Clerks. There would be a three month period (Jan – Mar 2005) for Clerks and Councils to mutually agree their new terms, after which they could go to arbitration. The new agreement moved away from pay-scales linked to population to links to responsibilities & competencies.

Whilst the pay of the present Clerk is not a contentious issue for the Council, the Clerk would nevertheless like his terms and conditions brought into line with the national agreement. For continuity planning, this will help with the recruitment of his replacement.

The Council was asked to nominate two Cllrs to work with the Clerk to produce a revised agreement for the consideration of the Council at its March meeting.

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The meeting delegated authority to Cllrs Dale & Foulger to work with the Clerk on a revised agreement and to report back to the Council in March 2005.

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

Date of Next Meeting:

Optional Meeting on 14th February 2005 at 7.30.pm. in the Chelveston Village Hall.

Ordinary Meeting on 14th March 2005 at 7.30.pm. in the Chelveston Village Hall.

The Meeting closed at 8:25 p.m.

Issued on 12th January 2005.

Pages 956 – 965 signed under seal as true record

Adrian Palfreeman
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council

Parish Council Meetings 2005

The second Monday of the month

Meeting	Type
10 th January	Ordinary
14 th February	Optional
14 th March	Ordinary
11 th April	Annual Parish Assembly
11 th April	Optional (after APA)
9 th May	Annual Meeting
13 th June	Optional
11 th July	Ordinary
8 th August	Optional
12 th September	Ordinary
10 th October	Optional
14 th November	Ordinary
12 th December	Optional

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Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2004				
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
21/11/2004	I-2004-308-MHH	Atkins (Jan Riordan)	Winter 2004/5 salting leaflets	Circulated
23/11/2004	I-2004-309-MHH	ABB (Doug Millard)	Quote for B645 St Light	Awaiting
04/12/2004	I-2004-322-MHH	ENC	Councillors Information Circular November 2004	Circulated
04/12/2004	I-2004-323-MHH	ENC (Planning)	Planning granted for first floor side ext at 9 Duchy Close	File
04/12/2004	I-2004-324-MHH	NCC (Area Committee)	Agenda for mtg. on 14th December 2004	Circulated
11/12/2004	I-2004-326-MHH	NCC	Posters for display (Fly-tipping & Christmas waste collections)	Actioned
11/12/2004	I-2004-327-MHH	NCC (Terri Smith)	New Youth Involvement Worker	File
11/12/2004	I-2004-328-MHH	NCC (Jenny Lewis)	NCC ROW improvement plan survey	Actioned
15/11/2004	I-2004-329-MHH	Atkins (Lara Inglott)	Receipt & confirmation of grass cutting S96 request.	File
16/12/2004	I-2004-330-MHH	NWB	Bank statements for November 2004	File
16/12/2004	I-2004-331-MHH	Chelveston VH Cmtte	Invoice for Village Hall use in 2004	Actioned
17/12/2004	I-2004-332-MHH	Mike Ashby	Labourers & Machinery for hire	File
18/12/2004	I-2004-333-MHH	NCC	BACS remittance for grass cutting grant claim	File
21/12/2004	I-2004-334-MHH	NCC	Connexions issue 5 December 2004	Circulated
22/12/2004	I-2004-335-MHH	NCC (Chris Wragg)	LTP 2006/7 - 2010/11 Report on issues paper consultation	Circulated
22/12/2004	I-2004-336-MHH	NALC	Update & vilage Viewpoint	Circulated
22/12/2004	I-2004-337-MHH	SLCC	Subscription renewal & new terms & conditions for Clerks	Actioned
23/12/2004	I-2004-338-MHH	Northants Police Auth	Policing issues for 2005/6	Circulated
24/12/2004	I-2004-339-MHH	ENC (Planning)	Planning granted for first floor ext at 16 Duchy Close	File
24/12/2004	I-2004-340-MHH	ENC (Karen Horner)	Draft rural strategy for East Northamptonshire	File
24/12/2004	I-2004-341-MHH	ENC	Councillors Information Circular December 2004	Circulated
24/12/2004	I-2004-342-MHH	Police	Information Plus No.2 December 2004	Circulated
27/12/2004	I-2004-343-MHH	Chris Marshall	Quote for Kimbolton Rd gateway painting & £5m insurance certificate	Actioned

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2004						
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		
07/12/2004	O-2004-109-MHH	ENC (Planning)	Response to application at 16 Duchy Close, Chelveston	Posted	0412.5.1	I-2004-302-MHH
07/12/2004	O-2004-110-MHH	ENC (Planning)	Response to application at 1 Kimbolton Rd, Chelveston	Posted	0412.5.2	I-2004-311-MHH
08/12/2004	O-2004-111-MHH	ABB	Payment of St Lighting maintenance invoice	Posted	0412.6.1	I-2004-317-MHH
08/12/2004	O-2004-112-MHH	Atkins (Lara Inglott)	Grass cutting contract for 2005 (S136 agreement)	Posted	0412.8	I-2004-310-MHH
11/12/2004	O-2004-113-MHH	M.L.Foulger	Notying PCC about request to repair war memorial	Delivered	0412.13	
11/12/2004	O-2004-114-MHH	ENC (Cherry French)	Confirmation the PC will pay difference in bin prices	Posted	0411.10	
14/12/2004	O-2004-115-MHH	NWB	Request cancelation of mising cheque	Posted		
31/12/2004	O-2004-116-MHH	BT	Chaser for 305th memorial	Posted		

**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
05/12/2004	Pre-minutes for Chair/Clerk	5				5			
06/12/2004	Wanadoo - ISP broadband								£17.99
08/12/2004	Minutes 0411 - 4 P.Cllrs & file	9			4	36			
08/12/2004	Minutes 0411 - D.Cllr	9	28		1				
07/12/2004	ENC Planning - application response		28	1					
07/12/2004	ENC Planning - application response		28	1					
08/12/2004	ABB - Payment of invoice		28	1					
08/12/2004	Atkins - S136 agreement for 2005 cutting		28	1		1			
09/12/2004	Leverarch file (2)								£2.98
11/12/2004	M.L.Foulger - PCC ref war memorial	1		1		1			
11/12/2004	ENC (Cherry French) - litterbins	1	28	1		1			
14/11/2004	NWB - Cancel missing cheque	1	28	1		1			
31/12/2004	BT - 305th memorial chaser	1	28	1		1			
03/01/2005	ISP site renewal								£35.25
03/01/2005	ISP domain name renewal								£8.23
03/01/2005	Fellowes A3 Laminator								£79.99
03/01/2005	Fellowes A4 laminate pouches (50)								£11.98
04/01/2005	Fellowes A3 laminate pouches (25)								£8.90
05/01/2005	Agenda 0501 - 7 P.Cllrs & file	4		7		28			
05/01/2005	Agenda 0501 - 2 D.Cllrs	1	56	2		1			
TOTALS		£1.28	£2.80	£0.51	£0.50	£3.00	£0.00	£0.00	£165.32

TOTAL VALUE = £173.41

