

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Parish Council Meeting

14th March 2005

Meeting Number 0503

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - **Monday 14th March 2005** 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

 Public: None

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 Messon (holiday) & Cllrs A & B Sauntson (prior engagements). Cllr Palfreeman proposed this be accepted and this was agreed.

3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 None

4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting of the Parish Council **0502 – 14th February 2005** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0502** with no amendments.

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

5 Planning Matters

Cllr Foulger asked about the North Northamptonshire Joint Planning Unit. The Clerk confirmed the Council had responded to the consultation (0502.10).

Cllr Foulger asked about plans for the JST site. None submitted for consultation at this time. The owners had previously indicated they wished to work with the Council.

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6 Financial Transactions

- 6.1 The following invoices were due for payment – ENC (Litterbins in Water Lane & grass cutting), NALC, NALH & NACRE (subscriptions for 2005) and Powergen (St Lighting power July – December 2004). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

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

- 6.3 The Clerk's salary was due for the year ending March 2005. In keeping with tradition, the Chairman donated the £1.

- 6.4 The Clerk's training bursary grant had been received.

- 6.5 The bank statements for the month of February have been received & reconciled.

The opening balance for the meeting was	£7,968.15
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Receipts since the last meeting

2004.46	NALC – NTS	Clerk's Training Bursary	£200.00
2004.47	A.J.Palfreeman	Donation of Clerk's salary	£1.00

Sub-total	£8,169.15
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Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2004.48	ENC	Litterbins in Water Lane	000538	£313.13
2004.49	NALC	Subscription 2005	000539	£94.00
2004.50	ENC	Grass cutting Aug 04 – Mar 05	000540	£1,424.11
2004.51	NALH	Subscription 2005	000541	£5.00
2004.52	NACRE	Subscription 2005	000542	£31.00
2004.53	Powergen	St Lighting power (Jul – Dec 04)	000543	£507.91
2004.54	M.H.Hunter	Expenses to 0503	000544	£30.78
2004.55	M.H.Hunter	Clerk's salary		£1.00

Total Expenditure this meeting	£2,406.93
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Closing Balance for this meeting	£5,762.22
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7 Updates on Projects List

7.1 Traffic Calming Measures

NCC Highways were waiting for Atkins to complete the works.

7.2 305th BG Memorial

Cllr Foulger reported no progress. Cllr Palfreeman requested Clerk take up the delays with BT with the Ombudsman.

7.3 Street Lighting

The Clerk advised that the weak bulb in lamp No. 31 opposite Poplar Farm had been reported, as requested by Cllr Foulger. The Higham Rd street lamp grant application had been submitted to ENC.

7.4 Ditches

In the absence of Cllr Meeson, no report. Cllr Palfreeman offered to contact the local farms again to get the ditch cleared.

7.5 E-Government

The Clerk advised for the 30 day period till 12th March, 8% of the hits came from the USA, 4% from Philippines, 3% from Iran & 1% from the Netherlands.

The Clerk advised that the St John the Baptist's Church page had been added to the site. Cllr Wooding offered to supply some photographs of the church for the web site.

8 Planning for the Annual Parish Assembly in April.

Cllr Palfreeman advised the APA would be held on Monday 11th April. The Council needed to decide what activities to cover, in addition to the Council's report, in order to generate interest amongst the parish. Cllr Palfreeman suggested the Safety Camera Partnership, as speeding was perceived as an issue.

To help publicise the event, a Spring Newsletter should be sent out about a week in advance of the meeting. Clerk to draft and Cllrs to add items. Cllr Dale will arrange delivery.

The meeting agreed to support the plans and instructed the Clerk to act accordingly.

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

9 Code of Conduct review.

Cllr Palfreeman advised that The Standards Board for England were inviting comments on the working of the Code of Conduct and had sent out a consultation document on possible amendments. Cllrs were invited to read and comment before the June deadline.

10 Visits, Training & Courses.

The Clerk advised of the following –

Sat 23rd April – Higham Ferrers Mayor's charity ball at Wicksteed Park @ 19:00 (£22.50)

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

11.1 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 Wooding **Decision:** Unanimous

12 Councillor's Reports

The Clerk advised that he had attended the Area Committee meeting due to the non-availability of Cllr Foulger. Topics included Anti-Social Behaviour Orders (9 in force locally, breach of two of them had resulted in custodial sentences), Dentists (4 more due in Rushden in two locations) and Highways (Rushden link road, "Road Doctor" call centre replaced "Clarence" as of Mon 7th March).

The Clerk advised that following complaints from the smaller parishes, ENC had altered the timetable for Precept payments for those under £15k to 50% in April & September. This would apply for the next two years before further change, to allow Councils time to sort out cash flow problems.

Cllrs Foulger & Wooding described the recent police chase through Caldecott.

Cllr Foulger asked that the B645 lay-by receive some attention to tidy up the trees/undergrowth. Cllr Dale to take a look with a view to the Cllrs taking an active role.

The meeting went into closed session for item 13 under LGA 1972 s100A (discussion of exempt information)

13 Clerk's contract of employment under the joint SLCC – NALC agreement

Cllr Palfreeman reminded the Council that Cllrs Dale & Foulger had been delegated (0501.17) to negotiate with the Clerk on the replacement contract of employment that was based on the national agreement. A draft of the contract had been issued to all Cllrs with the agenda, with a view to the Council ratifying the agreement.

The meeting resolved to approve the Clerk's contract of employment and instructed the Chairman to sign the agreement on behalf of the Council.

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

Date of Next Meeting:

Annual Parish Assembly on 11th April 2005 at 7:30 p.m. in the Chelveston Village Hall.

Planning meeting to follow (if required)

Annual Meeting of the Council on 9th May 2005 at 7:30 p.m. in the Chelveston Village Hall.

The Meeting closed at 8:09 p.m.

Issued on 15th March 2005.

Pages 975 – 982 signed under seal as true record

Adrian Palfreeman
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council

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Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2005				
10/01/2005	I-2005-004-MHH	C&CD	Clerks & Councils Direct Jan 2005 Issue 37	Circulated
12/01/2005	I-2005-008-MHH	ENC	Agenda for ENC mtg. on 17th January	Circulated
20/01/2005	I-2005-012-MHH	ENC	Minutes of P&L committee mtg. on 12th January	Circulated
20/01/2005	I-2005-013-MHH	ENC	Representation on outside body report - Rockingham Forest HA	Circulated
09/02/2005	I-2005-032-MHH	ODPM	Two discussion documents on local neighbourhoods	Circulated
09/02/2005	I-2005-034-MHH	T James Electrical	Quote for Street Lamp	Awaiting
16/02/2005	I-2005-036-MHH	Atkins	Parish Highway Rep scheme - Newsletter Jan 2005	To MLF
17/02/2005	I-2005-037-MHH	Police	Force Comms Centre - Customer Service Manager info	File
18/02/2005	I-2005-038-MHH	NCC (Sharon Fryer)	EN Area committee distribution list update request	Actioned
18/02/2005	I-2005-039-MHH	Central Networks	Unmetered Supplies Certificate information request	Actioned
18/02/2005	I-2005-040-MHH	ENC (Janet Walls)	Fit for Purpose Review - new staff organisation	File
18/02/2005	I-2005-041-MHH	CCP	Posters for Stanwick Fun Run & International Women's Day	Awaiting
18/02/2005	I-2005-042-MHH	NALC	Various - pay agreement reminder, Playing Field newsletter, posters	File
19/02/2005	I-2005-043-MHH	ENC (Planning)	Planning application granted for Goldcrest conservatory	File
21/02/2005	I-2005-044-MHH	Standards Board	Review of the Code of Conduct	File
22/02/2005	I-2005-045-MHH	ENC	Invoice for Water Lane litterbins	Actioned
23/02/2005	I-2005-046-MHH	Central Networks	Unmetered Supplies Certificate for 2005	File
24/02/2005	I-2005-047-MHH	ENC	Minutes of Strategy Committee mtg on 17th Feb 2005	Circulated
24/02/2005	I-2005-048-MHH	ENC	Reports of Committees (March 2005)	Circulated
26/05/2005	I-2005-049-MHH	Standards Board	Review of the Code of Conduct - consultation paper	File
26/05/2005	I-2005-050-MHH	PPI Forum (R.Heaver)	Shaping Health Week	File
26/05/2005	I-2005-051-MHH	ENC	Agenda for mtg on 2nd March 2005	File
28/02/2005	I-2005-052-MHH	NCC Area Committee	Agenda for mtg on 9th March 2005	File
01/03/2005	I-2005-053-MHH	NALC	Newsletter, annual fees, Village Viewpoint	Actioned
05/03/2005	I-2005-054-MHH	NWB	Bank Statements for February 2005	File
05/03/2005	I-2005-055-MHH	ENC	Invoice for grass cutting	Actioned
05/03/2005	I-2005-056-MHH	Welland SSP	Pathfinder Project for SME	Circulated
05/03/2005	I-2005-057-MHH	ENC (Louise Cahill)	Grant application received	File
05/03/2005	I-2005-058-MHH	NN Joint Planning Unit	Confirmation of commnets received	File
05/03/2005	I-2005-059-MHH	NALH	Subscription request for 2005 and Hindsight magazine issue 8	Actioned
05/03/2005	I-2005-060-MHH	NCC (Louise Brown)	Spring issue of Tree Guardian Magazine	TW file
05/03/2005	I-2005-061-MHH	ENC	Agenda for mtg of Standards Board on 9th March 2005	Circulated
07/03/2005	I-2005-062-MHH	Rockingham Forest Trust	Info on Community Planning Network	Circulated
08/03/2005	I-2005-063-MHH	NALC - NTS	Clerks' Training Bursary Fund approval	File
09/03/2005	I-2005-064-MHH	NACRE	Annual fees	Actioned
09/03/2005	I-2005-065-MHH	NACRE	New EN rural Transport officer & transport fund info	File
10/03/2005	I-2005-066-MHH	C&CD	Clerks & Councils Direct Mar 2005 Issue 38	Circulated
11/03/2005	I-2005-067-MHH	NALC - NTS	Clerks' Training Bursary Fund cheque	Actioned
11/03/2005	I-2005-068-MHH	DTI & DEFRA	CD on advantages of Broadband	Circulated
14/03/2005	I-2005-069-MHH	Powergen	Invoice for St Lighting (Jul - Dec 04)	Actioned
14/03/2005	I-2005-070-MHH	Northants Rural Transport	Rural Rides Vol 1 Issue 2 (February 2005)	Circulated

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2005						
06/01/2005	O-2005-001-MHH	Parish Cllrs	Agenda 0501	Delivered		
08/01/2005	O-2005-002-MHH	Parish Cllrs	Minutes 0501	Delivered		
11/01/2005	O-2005-003-MHH	ENC (Rob Austin)	Precept request for 2005/6	Posted	0501.8	I-2004-281-MHH
11/01/2005	O-2005-004-MHH	Christian Marshall	Order for painting of Kimbolton Rd gateway	Posted	0501.9	I-2004-343-MHH
11/01/2005	O-2005-005-MHH	SLCC	Subscription for 2005	Posted	0501.6.1	I-2004-337-MHH
15/01/2005	O-2005-006-MHH	NCC (Jennifer Lewis)	ROW survey	Posted		I-2004-328-MHH
15/01/2005	O-2005-007-MHH	NN Joint Planning Unit	Contact details	Posted		I-2005-010-MHH
02/02/2005	O-2005-008-MHH	NWB	Chaser for O/2004/115/MHH	Posted		O-2004-115-MHH
08/02/2005	O-2005-009-MHH	Parish Cllrs	Agenda 0502	Delivered		
09/02/2005	O-2005-010-MHH	BT	Further chaser on 305th BG memorial	Posted		I-2005-014-MHH
11/02/2005	O-2005-011-MHH	Parish Cllrs	Minutes 0502	Delivered		
14/02/2005	O-2005-012-MHH	ENC (Planning)	Response to Goldcrest planning application	Posted	0502.5.1	I-2005-006-MHH
15/02/2005	O-2005-013-MHH	NALC	CTP CiCLA training course application	Posted	0502.11	
15/02/2005	O-2005-014-MHH	ENC (Louise Cahill)	Application for Community Fund grant for St Light	Posted	0502.7.2	I-2004-319-MHH
16/02/2005	O-2005-015-MHH	NCC (Steven Hollowell)	Response to Airfiled ROW consultation	Posted	0502.8	I-2005-017-MHH
16/02/2005	O-2005-016-MHH	ENC (Julie Hawes)	Response to VH Entertainment License request	Posted	0502.9	I-2005-030-MHH
16/02/2005	O-2005-017-MHH	ENC (Planning)	Response to New Farm College, Higham application	Posted	0502.5.1	I-2005-033-MHH
16/02/2005	O-2005-018-MHH	CAB	Response to grant application	Posted	0502.6.1	I-2005-023-MHH
16/02/2005	O-2005-019-MHH	NN Joint Planning Unit	Response to statement of community involvement	Posted	0502.10	I-2005-025-MHH
17/02/2005	O-2005-020-MHH	NTS	Clerk's Bursary application	Posted	0502.11	
20/02/2005	O-2005-021-MHH	NCC (Sharon Fryer)	EN Area committee distribution list update response	Posted		I-2005-038-MHH
20/02/2005	O-2005-022-MHH	Central Networks	Unmetered Supplies Certificate information response	Posted		I-2005-039-MHH
08/03/2005	O-2005-023-MHH	Parish Cllrs	Agenda 0503	Delivered		
14/03/2005	O-2005-024-MHH	Parish Cllrs	Clerk's contract of employment	Delivered	0503.13	

**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
07/02/2005	Wanadoo - ISP broadband								£17.99
14/02/2005	Pre-minutes for Chair/Clerk	6				6			
14/02/2005	ENC Planning - Goldcrest response		28	1					
15/02/2005	NALC - CTP course application		28	1					
15/02/2005	ENC - Community Fund grant application		28	1		4			
16/02/2005	Minutes 0502 - 4 P.Cllrs & file	9			4	36			
16/02/2005	Minutes 0502 - D.Cllr	9	28		1				
16/02/2005	NCC ROW - Airfiled response	1	28	1		1			
16/02/2005	ENC - VH Entertainment license	1	28	1		1			
16/02/2005	ENC Planning - New Farm College	1	28	1		1			
16/02/2005	CAB - Grant funding	1	28	1		1			
16/02/2005	NN JPU - community involvement	1	28	1		1			
20/02/2005	NCC EN Area committee distribution list	1	28	1		1			
20/02/2005	Central Networks - lighting list	1	28	1		1			
27/02/2004	NTS - Bursary application		28	1		1			
08/03/2005	Agenda 0503 - 7 P.Cllrs & file	4			7	28			
08/03/2005	Agenda 0503 - 2 D.Cllrs	1	56	2		1			
08/03/2005	Clerks contract - 7 draft & 2 live	7				56			
TOTALS		£1.72	£3.92	£0.39	£1.20	£5.56	£0.00	£0.00	£17.99

TOTAL VALUE = £30.78

