

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Parish Council Meeting

20th June 2005

Meeting Number 0506

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - **Monday 20th June 2005** in the Chelveston Village Hall.

Present :- Councillors :

Cllr A.J.Palfreeman	(Chairman)
Cllr M.W.Wooding	(Vice-Chairman)
Cllr A.R.Dale	
Cllr M.L.Foulger	
Cllr M.J.Izzard	
Cllr R.A.Meeson	
Cllr S.E.Stopps	

Clerk: Mr. M.H.Hunter

Public: Cllr P.Whiting (ENC)

1 Open Forum

Cllr Palfreeman explained this was an opportunity for members of the public to speak on any agenda item for a max of 15 minutes before the meeting started. Cllr Dale advised that his neighbour wished to alter his existing planning permission due to clash between door and walls. ENC Planning had advised him that this was a major change and would have to go through the full process. Cllr Dale felt that as he was the only one affected, he would write to ENC Planning to advise that he was happy with the alteration.

2 Apologies

- 2.1 Cllr Palfreeman opened the meeting at 7:32 p.m. and asked for any apologies. None.
- 2.2 Cllr Palfreeman advised that Cllr David Scott was the new Chairman of ENC.

3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 Cllr Meeson declared a prejudicial interest in item 11 (as the licensee).

4 Minutes of Previous Meetings

The minutes of the Annual Meeting of the Parish Council **0505 – 9th May 2005** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0505** with no amendments.

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

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5 Planning Matters

5.1 North Northamptonshire Joint Planning Unit update:

Cllr Foulger attended the meeting on 13th June with approx. 200 others. The JPU is working towards getting the infrastructure in place before the houses arrive. Whilst no-one particularly wants the houses, they are going to happen, so the JPU is a way of getting things done with some degree of local control.

Cllr Dale asked if the Rushden redevelopment was discussed, Cllr Foulger replied that the meeting did not go into that level of detail.

Cllr Foulger advised the Council needed to reply by 15th July and it was agreed that Cllrs Foulger & Dale with the Clerk would bring a draft response to the next meeting for the Council to consider.

6 Financial Transactions

6.1 The following invoices were due for payment – ABB (quarterly St Lighting maintenance). The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

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

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

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

6.3 The bank statements for the month of May have been received & reconciled.

The opening balance for the meeting was	£7,501.65																									
Receipts since the last meeting																										
None																										
Sub-total	£7,501.65																									
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: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>2005.08</td> <td>ABB</td> <td>St Lighting Maint (Apr –June 05)</td> <td>000551</td> <td style="text-align: right;">£128.12</td> </tr> <tr> <td>2005.09</td> <td>M.H.Hunter</td> <td>Expenses to 0506</td> <td>000552</td> <td style="text-align: right;">£56.70</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;">£184.82</td> </tr> <tr> <td colspan="4">Closing Balance for this meeting</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">£7,316.83</td> </tr> </tbody> </table>	Number	Payee	Item	Cheque	Amount	2005.08	ABB	St Lighting Maint (Apr –June 05)	000551	£128.12	2005.09	M.H.Hunter	Expenses to 0506	000552	£56.70	Total Expenditure this meeting				£184.82	Closing Balance for this meeting				£7,316.83	
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6.4 The Clerk produced the budget control statements for the first quarter.

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7 Updates on Projects List

7.1 Traffic Calming Measures

The Clerk advised that Mr Marshall had now painted the Kimbolton Rd gateway and had been paid.

As requested by Cllr Wooding, Atkins had been asked for a budgetary quote for a mains powered Variable Message Sign, this was in the order of £8-10k depending on location.

The Safety Camera Partnership had been invited to “do” the village during the morning & evening rush hours and a list of accidents in Caldecott & Caldecott Rd had been supplied to them.

7.2 Highways Issues

The Clerk reported the *Street Doctor* system had been used for the following tasks –

188537 – Order to lift the trees in Kimbolton Rd lay-by to allow grass-cutting machines to work underneath – dealt with within 4 weeks.

195090 – Removal of old village sign in Kimbolton Rd – dealt with within 3 days.

7.3 305th BG Memorial

Cllr Dale showed the meeting drawings of the modified proposal and reported on the meeting with the President of the US 305th BGMA. Cllr Dale showed photographs of other memorials in the area as examples of what could be done. The memorial could have one or three engraved sides (305th BG wording, plus optional squadrons’ information and memorial subscription information).

Cllr Izzard asked about the surrounding area. Cllr Dale outlined some ideas and advised he would bring a plan to the next meeting. This was an opportunity to do something that would last for generations and would attract visitors to the village. Funding was discussed, including public donation. Cllr Meeson suggested the annual bike show could have the memorial fund as its theme this year. Cllr Dale advised he would bring costings to the next meeting.

7.4 Street Lighting

The Clerk advised that the lamp was due to be installed in the next fortnight. A recent ET article on the ENC Community Safety Fund had only four successful individual and one Parish Council applications (ours).

7.5 Ditches

The Clerk confirmed he had contacted Duchy Farm as requested by Cllr Meeson, but they did not have a digger. In consultation with the Chairman, the Clerk had asked Atkins to quote for the job.

7.6 E-Government

The Clerk advised for the 30 day period till 17th June, 5% of the hits came from the USA. A broken link to the mapping site had been repaired after Cllr Dale reported it. Cllr Dale felt that the site could utilise the PayPal service to allow on-line donations to the memorial fund.

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8 Annual Return and Statement of Assurance for accounts ending 31st March 2005.

Cllr Palfreeman advised that the accounts had been sent out with the minutes and asked Cllr Foulger (as IFC) to confirm he was happy with them, which he did.

Cllr Dale asked why the General Administration had gone up £800. The Clerk replied this was mainly on Clerk's training (CiLCA course £350, CiLCA registration £55, SLCC conference £100 & travel £70, plus travel to both ENC (ECDL sessions) and NALC (CiLCA sessions). Cllr Dale advised that the Precept may have to be raised in 2006/7. This was identified at the November 2004 budget meeting (minute 0411.9).

Cllr Palfreeman then went through the statement of assurance with the meeting and signed on behalf of the Council

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

The Clerk advised the Independent Internal Auditor would carry out the internal audit on Weds 22nd June and the external audit was due 29th July.

9 Draft Rural Development Plan – Local Development Frameworks.

Cllr Palfreeman went through the plans – Chelveston is similar to that proposed by the Council, other than Hillside garages are now within the boundary. Caldecott has had its boundary removed (i.e. open countryside) and the 4 farms have been defined as farmsteads.

Cllr Palfreeman suggested the Council may wish to request the grass area opposite JST be designated an important open land after the memorial is built.

10 Proposal by BT to alter payphone to a cashless unit.

Cllr Palfreeman advised the BT had classed the payphone outside the *Star & Garter* as "very low use". As an alternative to removal, they were proposing changing it to a cashless unit, which would reduce the running costs. The phone would still make emergency, operator controlled, reverse charge, credit card and Chargecard calls.

Cllr Meeson asked if the box could be changed back to the "Red Phone Box" style. The Clerk advised that BT (if it were inclined to do so) would probably claim the box incurred higher maintenance charges. Cllr Palfreeman felt there might be grounds for subsidising the phone box in order to preserve the rural England look to the village.

The meeting agreed to support the proposal & instructed the Clerk to inform BT accordingly.

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

11 Application to transfer License of the Star & Garter.

Cllr Palfreeman advised that during the parallel running period, a Justices application had been received to transfer the license.

The meeting agreed not to object to the transfer & instructed the Clerk to inform Charles Wells's administrator accordingly.

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

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12 Emergency Planning – provision of a local reception centre

Cllr Palfreeman advised the NCC emergency Planning Officer was looking to extend the availability of local reception centres from beyond the traditional secondary school network to cover rural areas. In the absence of any Council owned property, the Clerk had asked Cllr Foulger (as the Village Hall committee secretary).

Cllr Foulger will consult the Village Hall Committee and advise the Clerk accordingly.

13 Offer by CCP to run a rural community programme in the summer break

Cllr Palfreeman advised the CCP were offering to provide a 2 hour session of sport and art/craft activities a week for 4 weeks for 8 – 13 year olds. The cost to the Council would be the provision of the venue. Cllr Dale advised the majority of the children in the village fell into that age group.

Cllr Foulger advised the cost of providing the hall would be £120. The meeting agreed this would be acceptable.

Cllr Dale volunteered to check with the children as to likelihood of take up and advise the Clerk.

The meeting agreed to apply for the scheme, subject to Cllr Dale's feedback & instructed the Clerk to inform CCP accordingly.

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

14 Bidwell Lane – proposal for formal naming & signing

Cllr Palfreeman reminded the meeting that this had been considered a couple of years ago, but not adopted. The problem now arose that with the advent of GPS mapping systems, the road was being variously described as *Caldecott Rd* or *Chelveston Rd*. Rather than have a name adopted by default, the Council could formally adopt *Bidwell Lane* and have the road signed accordingly. The Clerk had contacted the two farmers, who had no objection (one is very positive for it). There has been an alternative suggestion of just *Bidwell*.

Cllr Izzard felt that *Bidwell* suggested a place, whereas *Bidwell Lane* included the entire road. Cllrs Wooding and Stopps supported this.

The meeting agreed to adopt the name *Bidwell Lane* & instructed the Clerk to inform ENC accordingly.

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

15 Visits, Training & Courses.

The Clerk advised of the following –

Weds 29th June – NN JPU briefing @ 19:00 at Diamond Centre, Irthlingborough.

Thurs 30th June – EN Comm Safety wider event @ 14:00 at Pemberton Centre, Rushden.

Sun 10th July – Raunds Civic Service @ 14:00 at St Peter's Church, Raunds.

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Thurs 13th Oct – NALC AGM @ 19:15 at South Northants DC, Daventry.

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. Cllr Foulger felt the *Pointers to Good Practice* booklet was excellent and asked if all Councillors could have a copy. The Clerk would check the costs and advise the next meeting.

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

17 Councillor's Reports

The Clerk advised NCC ROW had now widened the MM8 footpath bridge at the Raunds Rd end to allow machinery access to maintain the path.

The Clerk advised as requested by Cllr Wooding, he had written to Cllr Lawson (NCC), who had raised the issue of the restrictions on the NCC waste & recycling centres with the cabinet member concerned. In turn he had contacted the Council to advise the NCC agreed with the points raised and were renegotiating the terms with the contractors, but this would not happen overnight.

The Clerk advised the 2005 land availability tables had been published and he had contacted ENC to correct the errors.

The Clerk advised the Clean Neighbourhoods and Environment Act had received Royal Assent, though it's provision wouldn't be activated until Spring 2006. This includes the powers to issue FPN (Fixed Penalty Notices) once training has been undertaken. Consultation would take place during 2005 to draft guidelines for councils.

The Clerk advised that the CiCLA training session were highlighting areas in which the Council's administration was deficient and further proposals would be laid before the Council in due course. It was likely that the Standing Orders would need modifying.

Cllr Foulger commented on what he considered to be a poor response from the Police traffic management unit in response to the major fire at the World Rubber tyre shredding plant and the incorrect local radio broadcasts that the B645 was closed.

Date of Next Meeting:

Ordinary Meeting of the Council on 11th July 2005 at 7:30 p.m. in the Chelveston Village Hall.

The Meeting closed at 8:45 p.m.

Issued on 23rd June 2005.

Pages 999 – 1008 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
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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
04/05/2005	I-2005-112-MHH	C&CD	Clerks & Councils Direct May 2005 Issue 39	Circulated
04/05/2005	I-2005-113-MHH	ENC (Keith Osborne)	Agenda of meeting on 9th May 2005	Circulated
09/05/2005	I-2005-122-MHH	Nominet.UK	Confirmation of domain name registration renewal	File
09/05/2005	I-2005-123-MHH	NALC	Update issue 1 April - May 2005	Circulated
18/05/2005	I-2005-124-MHH	Christian Marshall	Invoice for Kimbolton Rd gateway painting	Actioned
24/05/2005	I-2005-125-MHH	ENC (Terry Begley)	Draft Rural Development Area plan (inc Village Frameworks)	Awaiting
25/05/2005	I-2005-126-MHH	ENVA	Request to address PC mtg	Awaiting
25/05/2005	I-2005-127-MHH	Atkins	Brixworth Highways depot open day on 11th June	File
26/05/2005	I-2005-128-MHH	ENC (Mick Bowerman)	Agenda for ENC Standards Board Mtg on 1st June 2005	File
28/05/2005	I-2005-129-MHH	PMP	Open space, sport & recreation needs questionnaire for ENC	Actioned
28/05/2005	I-2005-130-MHH	ENC	Councillors' Information Circular May 2005	Circulated
29/05/2005	I-2005-131-MHH	EN Area Committee	Agenda for mtg on 7th June 2005	Circulated
29/05/2005	I-2005-132-MHH	BTCV	Newsletter Spring 2005	File
01/06/2005	I-2005-133-MHH	BT	Proposals to alter payphone in Chelveston to cashless unit	Actioned
01/06/2005	I-2005-134-MHH	BDO Stoy Hayward	Change of name from HLB AV Audit	Audit File
01/06/2005	I-2005-135-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 6th June 2005	File
02/06/2005	I-2005-136-MHH	NWB	Bank statements for May 2005	File
02/06/2005	I-2005-137-MHH	Shaw's	Books, Forms & Records leaflet	File
04/06/2005	I-2005-138-MHH	Comm Safety	EN Community Safety Wider Partnership event on 30th June 2005	File
06/06/2005	I-2005-139-MHH	NN Joint Planning Unit	Notice of mtg on 29th June at Irthlingborough	File
06/06/2005	I-2005-140-MHH	ABB	Invoice for St Lighting maintenance (Apr - Jun 05)	Actioned
07/06/2005	I-2005-141-MHH	Licenza Ltd	Application to transfer licensee of the Star & Garter	Actioned
08/06/2005	I-2005-142-MHH	EMDA	EMDA newsletter issue 22 May 2005	File
08/06/2005	I-2005-143-MHH	CTP	Courses	File
08/06/2005	I-2005-144-MHH	NALC	Booklet - Pointers to Good Practice	File
08/06/2005	I-2005-145-MHH	NN Joint Planning Unit	Options for North Northamptonshire	File
10/06/2005	I-2005-146-MHH	NALC	Village viewpoint, litter pick leaflet	File
10/06/2005	I-2005-147-MHH	NCC (Joanne Maddams)	Reception centres survey	Awaiting
11/06/2005	I-2005-148-MHH	CCP (Roger Lovesay)	Rural Community Programme	Actioned
13/06/2005	I-2005-149-MHH	CCP (Roger Lovesay)	E-mail info in support of Rural Community programme	Actioned
14/06/2005	I-2005-150-MHH	CCP (A-G Mallory)	Posters for H.E.Bates 100 years anniversary	Actioned
15/06/2005	I-2005-151-MHH	ENC (Josh Ystenes)	Residential Land Availability 2005	File
15/06/2005	I-2005-152-MHH	ENC (Josh Ystenes)	E-mail info to correct mistakes with above	File
15/06/2005	I-2005-153-MHH	DEFRA	Clean Neighbourhoods & Environments Act info	File
16/06/2005	I-2005-154-MHH	Raunds TC (D.Dean)	Invite to Civic Service on Sunday 10th July	Awaiting
18/06/2005	I-2005-155-MHH	NCC Highways	30 mph traffic order in force	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2005						
03/05/2005	O-2005-045-MHH	Parish Cllrs	Agenda 0505	Delivered		
09/05/2005	O-2005-046-MHH	Parish Cllrs	Minutes 0505	Delivered		
10/05/2005	O-2005-047-MHH	Cllr D.Lawson	NCC policy on waste sites - request for review	Posted	0505.15	
11/05/2005	O-2005-048-MHH	NN Joint Planning Unit	Cllrs Dale & Foulger to attend briefing mtg	Posted	0505.8.2	I-2005-118-MHH
12/05/2005	O-2005-049-MHH	Stuart Carr	Letter of thanks for maintaining footpaths	Delivered	0505.11	
12/05/2005	O-2005-050-MHH	Ray Knight	Letter of thanks for maintaining footpaths	Delivered	0505.11	
22/05/2005	O-2005-051-MHH	Christian Marshall	Payment of invoice	Posted		I-2005-124-MHH
08/06/2005	O-2005-052-MHH	Jim Hill	Internal Auditor apointment	Posted	0505.9.6	
10/06/2005	O-2005-053-MHH	Northants SCP	Request for speed camera unit & C59 car incidents	Posted	0505.7.1	
11/06/2005	O-2005-054-MHH	Parish Cllrs	Agenda 0506	Delivered		
11/06/2005	O-2005-055-MHH	PMP	Open space & recreation needs questionnaire for ENC	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
07/05/2005	Wanadoo - ISP broadband								£17.99
09/05/2005	Pre-minutes for Chair/Clerk	5				5			
09/05/2005	ENC - ECDL exams 6 & e							12	
10/05/2005	Allianz-Cornhill - Insurance renewal		30	1					
10/05/2005	Cllr Lawson - NCC policy on waste sites	1	30	1		1			
11/05/2005	Minutes 0505 - 4 P.Cllrs & file	10			4	40			
11/05/2005	Minutes 0505 - D.Cllr	10	30		1				
11/05/2005	NN JPU - attendees for briefing mtg		30	1					
12/05/2005	Stuart Carr - letter of thanks for footpaths	1		1		1			
12/05/2005	Ray Knight - letter of thanks for footpaths	1		1		1			
08/06/2005	Jim Hill - Internal audit request	1	30	1		1			
10/06/2005	Don Powell - SC unit invite & accidents	1	30	1		1			
11/06/2005	PMP - Open space questionnaire					5			
13/06/2005	CiICA course part 3 @ NALC, N'ton							46	
15/06/2005	Agenda 0506 - 7 P.Cllrs & file	8		7		56			
15/06/2005	Agenda 0506 - 2 D.Cllrs	1	60	2		1			
TOTALS		£1.56	£2.40	£0.48	£0.50	£4.48	£0.00	£29.29	£17.99

TOTAL VALUE = £56.70