

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of an Ordinary Parish Council Meeting

11<sup>th</sup> July 2005

#### Meeting Number 0507

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - Monday 11<sup>th</sup> July 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 S.E.Stopps	

Clerk: Mr. M.H.Hunter

Public: Mrs Abigail Barnett  
Mr Max Barnett  
Mr Andy Lester

#### 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.

#### 2 Apologies

- 2.1 Cllr Palfreeman opened the meeting at 7:31 p.m. and asked for any apologies. Cllr Meeson (on holiday). The meeting agreed to accept this apology.
- 2.2 Cllr Palfreeman advised that item 7.3 would be brought forward after item 4.

#### 3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 Cllr Dale declared a prejudicial interest in item 6.1 (as a director of the firm).

#### 4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting of the Parish Council **0506 – 20<sup>th</sup> June 2005** had been circulated.

##### The meeting resolved to:

- 4.1 Approve the minutes of meeting **0506** with no amendments.

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

*Item 7.3 was brought forward.*

*Cllr Dale left the meeting after this item.*

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### 5 Planning and Licensing Matters

- 5.1 Cllr Palfreeman advised this section had been re-titled to reflect the recent changes.
- 5.2 Rushden Golf Club – Club Premises Certificate application. Cllr Palfreeman explained that the Golf club wished to extend their club drinking hours from

11:00 – 23:00 Mon - Sat to 11:00 – 23:30 Mon - Thurs

12:00 – 20:30 Sundays & Good Friday 09:00 – 00:00 Fri - Sat

12:00 – 15:00 Christmas Day 11:00 – 23:00 Sundays

Additionally there would be extended hours for live and recorded music.

The meeting agreed not to object to the application & instructed the Clerk to notify ENC accordingly.

**Proposed by:** Cllr Wooding

**Seconded by:** Cllr Izzard

**Decision:** Unanimous

### 6 Financial Transactions

- 6.1 The following invoices were due for payment – Creatifica Associates Ltd (Summer newsletter printing). The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

**Proposed by:** Cllr Wooding

**Seconded by:** Cllr Stopps

**Decision:** Unanimous

Cllr Foulger requested that in future, 200 copies (instead of 170) be printed.

- 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 Wooding

**Seconded by:** Cllr Foulger

**Decision:** Unanimous

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

<b>The opening balance for the meeting was</b>	<b>£7,316.83</b>
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**Receipts since the last meeting**

2005.10 NWB Interest for Apr – Jun 05	£39.19
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<b>Sub-total</b>	<b>£7,356.02</b>
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**Payments to be made this meeting**

Number	Payee	Item	Cheque	Amount
2005.11	Creatifica Assoc	Summer newsletter printing	000553	£15.29
2005.12	M.H.Hunter	Expenses to 0507	000555	£49.80

<b>Total Expenditure this meeting</b>	<b>£65.09</b>
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<b>Closing Balance for this meeting</b>	<b>£7,290.93</b>
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### 7 Updates on Projects List

#### 7.1 Traffic Calming Measures

No update.

#### 7.2 Highways Issues

The grass cutters had highlighted problems with the Millennium garden, as cutting it monthly meant they couldn't use the machine that could box and remove the clippings. Options were to either remove the requirement to remove the clippings or cut fortnightly (est. £5.80 + fee per cut).

After discussion, the meeting agreed to change to fortnightly cutting and instructed the Clerk to inform ENC accordingly.

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

#### 7.3 305<sup>th</sup> BG Memorial

Cllr Dale explained the plans and went through the costings. Whilst the 2002 idea had been for a simple plaque, research into other memorials had led Cllr Dale to conclude that the memorial needed to be built to last for generations. Whilst it would cost nearly £12,000, this was about £15 per man killed or missing in action.

In response to questions from Cllr Palfreeman, Cllr Dale confirmed a structural engineer would check over the design and that a stonemason would undertake the construction using traditional techniques. Cllr Dale asked the Clerk to confirm the position on loans in the event of insufficient funding at the next meeting.

Cllr Palfreeman thanked Cllr Dale for his work on the plans.

Cllr Dale proposed the following resolution –

That the Council agrees to the construction of the 305<sup>th</sup> Bomb Group War Memorial, as outlined in the plans presented to the meeting by Cllr Dale, subject to granting of the s144 Highways Act 1980 license from NCC and the gifting of the windsock pole and any associated parts to the Council in perpetuity.

That the Council suspends the traffic calming project (as begun in 2003) for a period of one year in favour of concentrating resources to the construction of the 305<sup>th</sup> BG memorial.

That the funds held against the traffic calming project in the Nov 2004 budget be re-allocated to the war memorial project.

That a public appeal for funding be launched through the Council's bank accounts, including the use of on-line donations via the Council's web-site and that such funds be classed as Restricted Funds for audit purposes. Should the Restricted Funds be found to be insufficient to meet the liabilities, the Council will use the Unrestricted reserves and recover through a Precept increase in 2006/7.

That Cllr Dale continues to act as Project Manager for the said project (subject to the statutory requirements regarding financial decisions which remain with the Council), that he be authorised to claim receipted expenses and that within the remit of Standing Order 8.21 (ver 5.2), he be authorised to communicate with the media for the purposes of advertising the project and fund raising.

That the Council, in the absence of any qualified opinion, accepts any future liability for the windsock structure.

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That the Council, through the Project Manager, will be responsible for the Health and Safety of contractors and authorised volunteers who assist with the construction, including provision of public liability cover for such authorised volunteers.

The meeting agreed to the resolution and instructed Cllr Dale and the Clerk to act accordingly.

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

### 7.4 Street Lighting

The Clerk advised that the lamp on the Higham Rd had been installed, but was not working yet. Lamp 27 (Woodlands, Caldecott) has been replaced and a Street Doctor report had arrived for lamp 15 (8/9 Sawyers Crescent) as it is on in the day and off at night.

### 7.5 Ditches

The Clerk confirmed he had contacted NCC-Atkins and asked them to liaise direct with Cllr Foulger in order to obtain a quote.

### 7.6 E-Government

The Clerk advised for the 30 day period till 17<sup>th</sup> June, 6% of the hits came from the USA & 1% from Australia. Problems had been encountered transferring large files and the web-site would soon exceed the 30MB Basic 30 package @ £30/yr from the ISP. The Clerk requested authority to upgrade to the next level (500MB Gold Plus package @ £48/yr) when this happened.

The meeting agreed to the upgrade when it was required and instructed the Clerk to act accordingly.

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

## 8 Annual Return for accounts ending 31<sup>st</sup> March 2005.

Cllr Palfreeman advised that the Independent Internal Auditor had approved the accounts and that they would go away to the external auditor at the end of the month.

Cllr Palfreeman then went through the annual return with the meeting and signed on behalf of the Council

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

## 9 Draft Rural Development Plan – Local Development Frameworks response.

Cllr Palfreeman reminded the meeting that Cllrs Dale, Foulger and the Clerk had been tasked to prepare a response for this meeting. Cllr Foulger confirmed he agreed with most of the draft response from the Clerk, but had an amendment for the final response.

The meeting agreed to the revised response & instructed the Clerk to notify NN JPU accordingly.

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

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### 10 Clerks Manual – request to update.

Cllr Palfreeman advised the Clerk wished to update one of his manuals, at the reduced price of £7. The sum would be invoiced to a future meeting.

The meeting agreed to the update & instructed the Clerk to act accordingly.

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

### 11 Cross of Sorrow – update on progress.

Cllr Foulger advised the Cross had been moved off the mound and the supporting (crumbling) brickwork dug out. The base had now been strengthened and an octagonal concrete plinth had been cast. It was hoped the Cross would be replaced in position within 3 or 4 weeks time.

### 12 Change of title of the Internal Financial Controller.

Cllr Palfreeman advised that whilst all Cllrs were responsible for the Council's finances, the Council were following best practice having one Cllr with an oversight function. However, National ALC suggested the Cllr be called the Internal Financial Verifier (IFV) to accurately reflect the nature of the position.

The meeting agreed to the change & instructed the Clerk to act accordingly.

**Proposed by:** Cllr Palfreeman  
**Seconded by:** Cllr Stopps                      **Decision:** Unanimous.

### 13 Visits, Training & Courses.

The Clerk advised of the following –

Weds 13<sup>th</sup> July – ENC new waste management briefing @ 18:00 at ENC.

Thurs 28<sup>th</sup> July – ENC/PTC joint mtg @ 19:30 at Hargrave VH (Vice-Chair & Clerk).

Sun 24<sup>th</sup> July – ENC Chairman's Edwardian Tea Party @ 14:00 at Islip (£10)

Sun 25<sup>th</sup> Sept – ENC Chairman's civic service @ 18:30 at St James church, Oundle.

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

### 14 Approval of Chairman's & Clerk's Correspondence Logs

14.1 The meeting resolved to approve the Council Correspondence Logs and the various actions required dealing with each item.

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

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### 15 Councillor's Reports

The Clerk advised NCC ROW had come to an agreement with Ray Knight in order to demolish and replace the collapsing footbridge at the far end of footpaths MM1 & MM13.

The Clerk advised as requested by Cllr Foulger, he had contacted NALC about the *Pointers to Good Practice* leaflet. There were none available at present, but may be some more by the end of the month.

The Clerk advised the ODPM had funded the SLCC to lead two studies – one into clustering smaller councils & parish meetings under qualified clerks, the other into Continuous Professional Development (CPD) for clerks.

Cllr Stopps notified the meeting that a recent planning permission for 41 Water Lane was being referred back to ENC for an amendment to the extension roof. Cllr Stopps asked the Clerk to advise her of the Planning Officer involved.

Cllr Izzard reported that NCC ROW were using mowers on Quad bikes to cut the footpaths across the fields.

### Date of Next Meeting:

Optional Meeting of the Council on 8<sup>th</sup> August 2005 at 7:30 p.m. in the Chelveston Village Hall

Ordinary Meeting of the Council on 12<sup>th</sup> September 2005 at 7:30 p.m. in the Chelveston Village Hall.

The Meeting closed at 8:36 p.m.

**Issued on 12<sup>th</sup> July 2005.**

**Pages 1009 – 1018 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
<b>2005</b>				
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-2005-123-MHH	NALC	Update issue 1 April - May 2005	Circulated
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 adress PC mtg	Awaiting
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
10/06/2005	I-2005-147-MHH	NCC (Joanne Maddams)	Reception centres survey	Awaiting
16/06/2005	I-2005-154-MHH	Raunds TC (D.Dean)	Invite to Civic Service on Sunday 10th July	Awaiting
22/06/2005	I-2005-156-MHH	Older Wiser EN	Invite to AGM on 14th July 2005 at ENC	File
24/06/2005	I-2005-157-MHH	ENC (Beth Gordan)	Informtion evening on new waste collections on 13th July at ENC	Awaiting
25/06/2005	I-2005-158-MHH	Rushden Golf Club	Application to convert club registration cert to club premises cert	Awaiting
25/06/2005	I-2005-159-MHH	ENC	Invite to Civic Service on Sunday 25th Sept @ Thrapston	Awaiting
25/06/2005	I-2005-160-MHH	ENC (L.Campion)	Invite to Chairman's Edwardian Tea Party on Sun 24th July 2005	Awaiting
27/06/2005	I-2005-161-MHH	Affordable Homes co	Poster for noticeboard on affordable homes	Awaiting
28/06/2005	I-2005-162-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on Mon 4th July 2005	File
30/06/2005	I-2005-163-MHH	Powergen	Reciept for Jan-Mar 2005 payment	File
01/07/2005	I-2005-164-MHH	ENC (Sharon Prior)	ENC - PTC mtg on Thurs 28th July 2005	Awaiting
04/07/2005	I-2005-165-MHH	ENC	Councillors Information Circular June 2005	Circulated
04/07/2005	I-2005-166-MHH	ENC (Mick Bowerman)	Meeting of the ENC Standards Board on Weds 6th July 2005	Circulated
04/07/2005	I-2005-167-MHH	NCC (Karl Piper)	Notification of carriageway resurfacing at Stanwick & diversions	File
06/07/2005	I-2005-168-MHH	Creatifica Assoc Ltd	Invoice for Summer newsletter printing	Awaiting
06/07/2005	I-2005-169-MHH	NACRE	Reminder of "Overcoming Rural Social Exclusion" conference	Circulated
07/07/2005	I-2005-170-MHH	WT Drage & Sons	Quote for 305th memorial plaques	WM file
07/07/2005	I-2005-171-MHH	NWB	Bank statements for June 2005	File
08/07/2005	I-2005-172-MHH	Michael Farrow Ltd	Quote for 305th memorial stonework	WM 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>2005</b>						
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		I-2005-129-MHH
24/06/2005	O-2005-056-MHH	Parish Cllrs	Minutes 0506	Delivered		
22/06/2005	O-2005-057-MHH	ABB	Payment of invoice	Posted	0506.6.1	I-2005-140-MHH
24/06/2005	O-2005-058-MHH	BT	Response to cashless payphone request	Posted	0506.10	I-2005-133-MHH
24/06/2005	O-2005-059-MHH	Licenza Ltd	Response to transfer appliaction	Posted	0506.11	I-2005-141-MHH
27/06/2005	O-2005-060-MHH	CCP	Response to Rural Community Programme	Posted	0506.13	I-2005-148-MHH
04/07/2006	O-2005-061-MHH	Parish	Summer Newsletter (305th memorial special)	Delivered		
06/07/2005	O-2005-062-MHH	Parish Cllrs	Agenda 0507	Delivered		
06/07/2005	O-2005-063-MHH	ENC Planning	305th BG memorial info	Delivered		
11/07/2005	O-2005-064-MHH	Parish Cllrs	Minutes 0508	Delivered		
11/07/2005	O-2005-065-MHH	NN Joint Planning Unit	Response to Options paper	Posted	0507.9	I-2005-145-MHH



**Chelveston-cum-Caldecott Parish Council  
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 4p	Post pence	DL Env @ 3p	A4 Env @ 10p	Copy @ 4p	Phone Calls	Mileage @ 50.5p/mile	Other
06/06/2005	Wanadoo - ISP broadband								£17.99
19/06/2005	Pre-minutes for Chair/Clerk	5				5			
22/06/2005	ABB - Payment of invoice		30	1					
22/06/2005	Internal Auditor fee								£23.00
24/06/2005	BT - reponse to cashless payphone		30	1		1			
24/06/2005	Licenza - response to license transfer	1	30	1		1			
27/06/2005	CCP - Rural programme response		30	1	4	1			
28/06/2005	Minutes 0506 - 4 P.Cllrs & file	10			4	40			
28/06/2005	Minutes 0506 - D.Cllr	10	30		1				
06/07/2005	ENC Planning - 305th drawings	11			1	1			
07/07/2005	Agenda 0507 - 7 P.Cllrs & file	5		7		40			
07/07/2005	Agenda 0507 - 2 D.Cllrs	1	60	2		1			
<b>TOTALS</b>		£1.72	£2.10	£0.39	£1.00	£3.60	£0.00	£0.00	£40.99

**TOTAL VALUE = £49.80**