

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Parish Council Meeting

12th September 2005

Meeting Number 0509

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30pm - **Monday 12th September 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 R.A.Meeson
 Cllr S.E.Stopps

 Clerk: Mr. M.H.Hunter

 Public: None

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 7:30 p.m. and asked for any apologies. Cllr Wooding (on holiday), Cllr Whiting (prior engagement) and Cllrs A & B Sauntson (prior engagement). The meeting agreed to accept these apologies.

3 Declarations of Interest under Section 50 of the LGA 2000

- 3.1 Cllr Foulger declared two prejudicial interests in item 6.1 (course attendee & Village hall committee secretary).
- 3.2 Cllr Stopps declared a prejudicial interest in item 6.2 (organiser of body requesting the grant).

4 Minutes of Previous Meetings

The minutes of the Ordinary Meeting of the Parish Council **0508 – 8th August 2005** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meeting **0508** with no amendments.

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

Chelveston-cum-Caldecott Parish Council

Northamptonshire

5 Planning and Licensing Matters

- 5.1 EN/05/01269/FUL – Change of use/Conversion of barn to children’s nursery at Manor Farm, Bidwell Lane, Caldecott. Cllr Palfreeman explained the plans. The Clerk advised that he had contacted the farmers at Poplars Farm & Duchy Farm with no objections.

In view of the pending Listed Building Consent application (not yet received), the meeting agreed to delegate to the Executive to respond to the LBC application.

The meeting resolved not to object to this application and to delegate the LBC application to the Executive and instructed the Clerk to notify ENC accordingly.

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

- 5.2 EN/05/01550/FUL –Two Storey side extension and single storey front extension at 3 Britten Close, Chelveston. Cllr Palfreeman explained the plans. The Clerk advised that he had contacted Nos. 5 & 6 Britten Close with no objections (no response at 2 Britten Close).

The meeting resolved not to object to this application and instructed the Clerk to notify ENC accordingly.

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

- 5.3 EN/05/01565/FUL – Two storey side extension and single storey rear extension - revised scheme to EN/04/00711/FUL at 41 Water Lane, Chelveston. Cllr Palfreeman explained the plans. The Clerk advised he had contacted 39 Water Lane with no objections.

The meeting resolved not to object to this application and instructed the Clerk to notify ENC accordingly.

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

6 Financial Transactions

- 6.1 The following invoices were due for payment – BDO Stoy Hayward (External audit fee), ABB (St Lighting Maintenance Jul - Sep), ENC (grass cutting Apr – Jul), NALC (course fee for two planning course for Cllr Foulger) and the Village Hall (hire for the CCP rural playgroup). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

- 6.2 A grant request for £125 had been received from Cllr Stopps to support the village Funday that was raising funds for a local cause.

The meeting resolved to approve this grant & authorised the appropriate cheque to be signed.

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

- 6.3 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.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

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

- 6.4 The bank statements for the month of August have been received & reconciled
- 6.5 The Clerk went through the second quarter Budget Control Statements with the Council. Three line items were overspent and the Clerk requested the meeting reallocate funds to address this.

General Expenses	£600 increased to £750	(+£150)
Street Lighting	£1,800 increased to £1,950	(+£150)
VAT paid	£750 increased to £900	(+£150)
Reserves	£3,655 reduced to £3,205	(-£450)

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

The opening balance for the meeting was **£6,784.46**

Receipts since the last meeting

2005.21	USAF and Mr & Mrs Baker – memorial donation	£131.00
2005.22	USAF – memorial donation	£2.00

Sub-total **£6,917.46**

Payments to be made this meeting

Number	Payee	Item	Cheque	Amount
2005.23	BDO Stoy Hayward	External Audit fee	000562	£141.00
2005.24	Village Hall	Hire for CCP Rural playscheme	000563	£120.00
2005.25	ENC	Grass cutting (Apr – Jul 05)	000564	£1,474.66
2005.26	NALC	Planning courses (2) for MLF	000565	£40.00
2005.27	Mrs S.E.Stopps	Grant for village Funday	000566	£125.00
2005.28	ABB	St Lt maintenance (Jul – Sep 05)	000567	£128.12
2005.29	M.H.Hunter	Expenses to 0509	000568	£85.44

Total Expenditure this meeting **£2,114.22**

Closing Balance for this meeting **£4,803.24**

7 Updates on Projects List

7.1 Highways Issues

The Clerk advised the grass cutters had returned to cut the missing section between the Raunds Rd 30 limit and the village sign, as reported by Cllr Izzard.

The Clerk advised the “Squire Homes” sign on the Chelveston Roundabout on the A6 by-pass had been reported to NCC as requested by Cllr Wooding.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Cllr Palfreeman advised that the police were targeting the B645 as a Motorcycle Red Route, due to the number of vehicles travelling in excess of 80 mph.

The leaning Water Lane Ford sign (B645 end) has been reported to Street Doctor and fixed.

7.2 305th BG Memorial

Cllr Dale advised he had not yet drawn up the revised plans, but had been in contact with Bill Donald (305th BGMA) who will be attending a 4 day 305th convention in Washington next month. Bill would have posters of the memorial proposals.

Cllr Izzard had examined the pole and recommended the original bearing was too heavy and would be better off supporting the cardinal point arms.

Shel Lester (USAF) had suggested "buy a block" for the stonework. Cllr Dale thought they would work out at about £100 each & Cllr Meeson pledged to buy one. Cllr Dale preferred the idea of a brass plaque for donators rather than engraving the blocks themselves.

The Clerk advised that funds to date totalled £4,584, the latest donation (via the web) being a Mr Jones of Sheffield who remembered the "Mi Amigo" crashing there in 1944.

7.3 Street Lighting

The Clerk advised that ENC had inspected the works and authorised invoicing of the Community Safety grant funds (£1,300). An article had appeared in *Nene Valley News*.

7.4 Ditches

Cllr Foulger reported he still hadn't been contacted, though it was possible they had called whilst he had been on holiday.

7.5 E-Government

The Clerk advised for the 30 day period till 11th September, 23% of the hits came from the USA, 3% from Canada & 1% from France, with the memorial page being the most popular. The Clerk advised the web-site had now been moved to the larger 500MB server. The members of the Council page had been altered and the Cllrs were invited to submit alternate images of themselves. The meeting insisted the Clerk also be added.

The *Local Channel* ISP was offering a free link to councils with existing web sites.

8 Completion of the External Audit of Accounts ending 31st March 2005.

The Clerk advised the external audit had been completed with no actions, comments or observations. The Council was required to note the recommendations of the auditor. Copies of the audit would be displayed on the noticeboards.

The meeting agreed to note the recommendations of the auditor.

Proposed by: Cllr Palfreeman

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

Chelveston-cum-Caldecott Parish Council

Northamptonshire

9 Introduction of new Financial Regulations for the Council.

Cllr Palfreeman reminded the meeting that the draft Financial Regulations had been adjourned from the previous meeting under SO 1.4. It was now for the meeting to decide to adopt the new regulations or not.

The meeting agreed to adopt the regulations, which were signed by the Chairman.

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

10 Rights of Way report.

The Clerk (as PPW) advised that routes on Carr Brothers land has been agreed and these are now on the Definitive Map. Work has started on preparing the routes.

NCC, BCC and the MOD have finally ironed out the dedication agreement and NCC have issued an order to BCC to carry out the necessary works on the airfield. The complete routes could be in place by the end of the year

NCC has issued the results of a survey undertaken earlier this year on ROW improvements. The Council is invited to comment on the proposals (document on circulation).

The Clerk advised the missing footbridge in Stanwick parish had been replaced (removed for access widening).

11 Visits, Training & Courses.

The Clerk advised of the following –

Sat 17th Sept – Village Funday @ 14:00 at Village Hall.

Tues 11th Oct – “Tops in Blue” @ 19:30 at RAF Molesworth

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

Tues 8th Nov – Planning @ 19:00 at ENC (£20 – Cllr Foulger)

Sat 12th Nov – Mayor’s charity ball @ 19:00 at Raunds Football club (£27.50)

Tues 15th Nov – Planning @ 19:00 at SNC, Towcester (£20 – Cllr Foulger)

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 Izzard	Decision:	Unanimous
Seconded by:	Cllr Meeson		

13 Councillor’s Reports

The Clerk advised the ENC ward boundary proposed changes had been accepted by most councils, except Islip, who appeared enraged that they could be part of a Thrapston ward. The request that our ward be named *Chichele* had been adopted in the proposals.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Cllr Dale reported that Anglian Water had been out to locate the leak in Duchy close and repairs were expected shortly.

Date of Next Meeting:

Optional Meeting of the Council on 10th October 2005 at 7:30 p.m. in the Chelveston Village Hall.

Ordinary Meeting of the Council on 14th November 2005 at 7:30 p.m. in the Chelveston Village Hall (budget meeting).

The Meeting closed at 8:22 p.m.

Issued on 12th September 2005.

Pages 1028 – 1037 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 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-2005-123-MHH	NALC	Update issue 1 April - May 2005	Circulated
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
15/07/2005	I-2005-186-MHH	ENC (Stephen Baker)	Wind Turbines & Wind Farm notes from ENC-PTC mtg at Glapthorn	Circulated
20/07/2005	I-2005-190-MHH	NACRE	Agenda for NACRE AGM on Weds 3rd Aug 2005	Circulated
20/07/2005	I-2005-191-MHH	NCC (Roy Boulton)	NCC Structure Plan 1996-2016 Annual Monitoring Report	Circulated
23/07/2005	I-2005-197-MHH	NCC (Mark Chant)	Minerals & Waste Dev. Framework - statement of comm involvement	Circulated
26/07/2005	I-2005-199-MHH	Police	Eastern Area News - July 2005	Circulated
28/07/2005	I-2005-203-MHH	Atkins	Brochures on "A Successful Partnership"	Circulated
02/08/2005	I-2005-208-MHH	NALC	Update No.2 (June - July 2005) plus course info	Circulated
03/08/2005	I-2005-211-MHH	ENC	Councillors Information Circular July 2005	Circulated
03/08/2005	I-2005-212-MHH	ENC (Terrie Watson)	ENC Cold Calling Initiative	Circulated
05/08/2005	I-2005-214-MHH	BCC (Gill Cowie)	Consultation on Statement of Community Involvement	Awaiting
05/08/2005	I-2005-215-MHH	ENC (Lisa Meads)	Consultation on EN Cultural Strategy	Awaiting
08/08/2005	I-2005-219-MHH	NWB	Deposit receipt from memorial donations	File
08/08/2005	I-2005-220-MHH	David Smith Assoc	Invoice for structural survey of memorial	Actioned
08/08/2005	I-2005-221-MHH	Weldon Stone	Quotation for 305th memorial stonework	WM file
08/08/2005	I-2005-222-MHH	WT Cox & co Ltd	Quotation for memorial plaques and posts	WM file
09/08/2005	I-2005-223-MHH	BT (Rick Thompson)	Acknowledge response to make payphne cashless	File
11/08/2005	I-2005-224-MHH	NCC (Chris Wragg)	NCC Provisional Local Transport Plan 2006/7 - 2010/11	Circulated
11/08/2005	I-2005-225-MHH	ENC (Louise Cahill)	Update on Community Safety Fund	File
12/08/2005	I-2005-226-MHH	NPA (Paul Reichelt)	Northants Police - Annual Report 2004/5	Circulated
12/08/2005	I-2005-227-MHH	T James (Electrical)	Statement	File
13/08/2005	I-2005-228-MHH	NCC (Andrew Coleman)	EN & Wellingborough Area bus timetable - July 2005 edition	File
13/08/2005	I-2005-229-MHH	ENC (Planning)	Appliaction granted for Livestock Barn on Raunds Rd	File
13/08/2005	I-2005-230-MHH	NCC (Louise Brown)	Tree Guardian news - Summer 2005 & EM regional conference	TW file
17/08/2005	I-2005-231-MHH	ENC (Planning)	Application for Children's nursery at Manor Farm, Caldecott	Actioned
19/08/2005	I-2005-232-MHH	Police	Summary of parish crime - July 2005	File
19/08/2005	I-2005-233-MHH	Chelveston VH committee	Invoice for use of VH for playgroup (CCP)	Awaiting
20/08/2005	I-2005-234-MHH	ENC (Planning)	Application for 2 storey side ext at 3 Britten Close, Chelveston	Actioned
23/08/2005	I-2005-235-MHH	ENC (Planning)	Application for 2 storey rear ext at 41 Water Lane, Chelveston	Actioned
24/08/2005	I-2005-236-MHH	Police	Police to focus on B645 (Motorcycle Red Route) due to KSIs	File
24/08/2005	I-2005-237-MHH	The Local Channel	Website offer	Awaiting
24/08/2005	I-2005-238-MHH	Sarah Stopps	Request for grant for village fun-day	Awaiting
24/08/2005	I-2005-239-MHH	Local Works	Summer 2005 newsletter	Circulated
30/08/2005	I-2005-240-MHH	BCC (Andrew Brown)	Minerals /Waste management - statement of community involvement	File
01/09/2005	I-2005-241-MHH	Raunds TC (L Costello)	Invite to Charity fund raising on 12th November 2005	Awaiting
01/09/2005	I-2005-242-MHH	BDO Stoy Hayward	Conclusion of External Audit & invoice	Awaiting
01/09/2005	I-2005-243-MHH	NCC ROW	Draft ROW improvements plan	Circulated
06/09/2005	I-2005-244-MHH	ENC (L.Jones)	Invoice for Grass cutting (April - July 2005)	Actioned
06/09/2005	I-2005-245-MHH	EN Area Committee	Agenda for meeting on 13th September 2005	Circulated
07/09/2005	I-2005-246-MHH	ABB	Invoice for St Lighting Maintenance (Jul - Sept 2005)	Actioned
07/09/2005	I-2005-247-MHH	NWB	Bank statements for August 2005	File
07/09/2005	I-2005-248-MHH	ENC	Councillors Information Circular August 2005	Circulated
07/09/2005	I-2005-249-MHH	ENC (Keith Osborne)	Agenda for mtg on 12th September 2005 (inc Boundary Review)	Circulated
07/09/2005	I-2005-250-MHH	423rd ABS USAF	Invite to "Tops in Blue" concert at RAF Molesworth on 11th October	Awaiting
07/09/2005	I-2005-251-MHH	NCC VSSU	Database update & leaflets	File
08/09/2005	I-2005-252-MHH	Police	Press release for B645 Motorcycle Red Route	File
08/09/2005	I-2005-253-MHH	ENC (Rob Austin)	Payment advice for Community Safety fund grant	File

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.
2005						
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 application	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 0507	Delivered		
11/07/2005	O-2005-065-MHH	NN Joint Planning Unit	Response to Options paper	Posted	0507.9	I-2005-145-MHH
16/07/2005	O-2005-066-MHH	ENC (Terry Begley)	Response to Draft Rural Development Area plan	Posted	0506.9	I-2005-125-MHH
22/07/2005	O-2005-067-MHH	HBO Stoy Hayward	Explanation of differences for annual return	Posted	0507.8	
19/07/2005	O-2005-068-MHH	ENC (Planning)	Response to New Farm College, Higham application	Posted		I-2005-173-MHH
19/07/2005	O-2005-069-MHH	NCC (David Grindley)	S144 HA 1980 agreement update	Posted		
24/07/2005	O-2005-070-MHH	Christian Marshall	Reference	Posted		
24/07/2005	O-2005-071-MHH	Parish Cllrs	Financial Regulations	Delivered		
24/07/2005	O-2005-072-MHH	NCC (Joanne Maddams)	Reception centres survey response	Posted		I-2005-147-MHH
24/07/2005	O-2005-073-MHH	ENC (Louise Cahill)	Lamp installed & ready for inspection	Posted		I-2005-108-MHH
24/07/2005	O-2005-074-MHH	Central Networks	Registration of Lamp 44	Posted		
28/07/2005	O-2005-075-MHH	Robert Buckley	Thank you letter to US 305th BGMA	Posted		
30/07/2005	O-2005-076-MHH	NWB	On-line read-only access query	Posted		
03/08/2005	O-2005-077-MHH	Parish Cllrs	Agenda 0508	Delivered		
07/08/2005	O-2005-078-MHH	Parish Cllrs	Minutes 0508	Delivered		
10/08/2005	O-2005-079-MHH	SLCC	Payment of invoice	Posted	0508.6.1	I-2005-199-MHH
10/08/2005	O-2005-080-MHH	David Smith Associates	Payment of invoice	Posted	0508.6.1	I-2005-220-MHH
12/08/2005	O-2005-081-MHH	ENC (V. Atkinson)	Response to ENC boundary change proposals	Posted	0508.8	I-2005-201-MHH
13/08/2005	O-2005-082-MHH	BT (Rick Thompson)	Explanation of K6 Kiosk request	Posted	0506.10	I-2005-223-MHH
15/08/2005	O-2005-083-MHH	NCC (R. Chadwick)	Response to questionnaire on priorities for NCC	Posted	0508.10	I-2005-180-MHH
24/08/2005	O-2005-084-MHH	ENC (Lisa Meads)	ENC Heritage Grant application	Posted		
24/08/2005	O-2005-085-MHH	ENC (Louise Cahill)	ENC Community Safety Grant Invoice	Posted		I-2005-108-MHH
04/09/2005	O-2005-086-MHH	T James Electrical	Chaser letter	Posted		
07/09/2005	O-2005-087-MHH	Parish Cllrs	Agenda 0509	Delivered		
10/09/2005	O-2005-088-MHH	Parish Cllrs	Minutes 0509	Delivered		
10/09/2005	O-2005-089-MHH	T James Electrical	Payment of invoice	Posted	0508.6.1	I-2005-217-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 @ 52.7p/mile	Other
06/08/2005	Wanadoo - ISP broadband								£17.99
08/08/2005	Pre-minutes for Chair/Clerk	5				5			
06/08/2005	ENC - Lamp 44 ready for inspection	1	30	1			2		
08/08/2005	NCC questionnaire sheets	6					12		
11/08/2005	Minutes 0508 - 4 P.Cllrs & file	9				4	36		
11/08/2005	Minutes 0508 - D.Cllr	9	30			1			
10/08/2005	SLCC - payment of invoice		30	1			1		
10/08/2005	David Smith Assoc - payment of invoice		30	1			1		
11/08/2005	Easyspace - Server (500MB) upgrade								£56.40
12/08/2005	ENC - Reply to boundary change proposals	1	30	1			1		
13/08/2005	BT - Clarification on Kiosk request	1	30	1			1		
15/08/2005	NCC response to questionnaire		30	1			8		
15/08/2005	305th memorial photo poster (2)								£0.30
24/08/2005	ENC Heritage grant application	7	30			1	7		
24/08/2005	ENC - Invoice for Lamp 44	1	30	1			1		
04/09/2005	T James - St light chaser	1	30	1			1		
08/09/2005	Agenda 0509 - 7 P.Cllrs & file	4		7			28		
08/09/2005	Agenda 0509 - 2 D.Cllrs	1	60	2			1		
TOTALS		£1.84	£3.60	£0.51	£0.60	£4.20	£0.00	£0.00	£74.69

TOTAL VALUE = £85.44