

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

14th August 2006

Meeting Number 0609

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 14th August 2006** in the Chelveston Village Hall.

Present :- Councillors :

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

Clerk: Mr. M.H.Hunter

Public: 2 members of the public

Open Forum

Cllr Dale 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.

1 Apologies

- 1.1 Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies. D.Cllrs A & B Sauntson (prior engagement). The meeting agreed to accept the apologies.

2 Declarations of Interest under Section 50 of the LGA 2000

- 2.1 Cllr Stopps declared a prejudicial interest under item 7 (grant applicant).

3 Minutes of Previous Meetings

The minutes of an ordinary meeting of the Parish Council **0607 – 10th July 2006** and the planning meeting **0608 – 31st July 2006** had been circulated.

The meeting resolved to:

- 3.1 Approve the minutes of meetings **0607 & 0608** with no amendments.

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

4 Planning and Licensing Matters

- 4.1 **Update on previous application - certificate of lawfulness at the *Star & Garter*, Chelveston.**

- 4.1.1 Cllr Dale advised that the application had been refused. ENC had served an Enforcement Notice on the landowner (Charles Wells Brewery) for unauthorised development. The notice would be effective from 7th September, after which there was 28 days to comply.

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4.2 Update on previous applications - front porch at *The Cottage*, Caldecott & single storey extension at 21 Water Lane, Chelveston.

4.2.1 Cllr Dale advised that both of these had now been permitted by officer delegation.

The meeting considered item 7 prior to item 5.

5 Financial Transactions

5.1 The following invoices are due for payment – NACRE (annual fees), NALC (training course fee) & Sarah Stopps (funday grant). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

5.2 The following invoices are due for payment for the war memorial – Michael Farrow Ltd (Stonework) and W.T.Drage & Sons (Granite). The 305th BGMA had agreed reimbursement from the appeal fund. The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

5.3 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.

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

5.4 The bank statements for the month of July have been received and reconciled.

Opening Balance for the meeting £19,349.64

Receipts since last meeting

Number	Sender	Description	Method	Amount
None				
2006.31	Mrs Murdin	305 th WM donation	100034	£25.00
2006.32	Mr & Mrs Shilham	305 th WM donation	100035	£50.00
Total Receipts this meeting				£75.00

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2006.33	SLCC	Reference book (0608)	000607	£53.00
2006.34	Cllr A.R.Dale	305 th WM expenses (0608)	000608	£183.26
2006.35	NACRE	Annual fees	000609	£32.00
2006.36	NALC	Training course fee	000610	£25.00
2006.37	Cllr Sarah Stopps	Funday grant	000611	£200.00
2006.38	Michael Farrow Ltd	305 th WM stonework	000612	£6,027.16
2006.39	W.T.Drage & Sons	305 th WM granite	000613	£2,802.75
2006.40	M.H.Hunter	Expenses to 0609	000614	£120.91
Total Expenditure this meeting				£9,444.08

Closing Balance for this meeting £9,980.56

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6 Updates on Projects List

6.1 Highways Issues

The Clerk confirmed the NCC road sign on the junction of the B645 and the C59 had been ordered. The VMS on the Kimbolton road had been repaired and had been "tested" by a local volunteer to trigger at around 50 mph.

The Clerk advised of a bridge closure in Church St, Hargrave and the diversionary route through the parish.

6.2 305th BG Memorial

Cllr Dale advised the granite had been installed into the stonework. Next would be the paving slabs, followed by the landscaping. Steve Abbot would start work on the B-17 for the mast top after the summer holidays.

The Clerk advised that the appeal closed on 31st July 2006 with £20,210 raised. The ET had run another article on the memorial. The 423rd ABS and Father Grant Brockhouse had both been contacted in respect to a possible dedication service in May 2007.

6.3 Street Lighting

The Clerk advised that Lamp 5 (by 19 Hillside) had been reported as dead and ABB notified. The Unmetered Supplies Certificate from Central Networks had been updated.

6.4 Ditches

Cllr Foulger advised that Highways had not yet been out to trim back the ditch – necessary in order that the ditch can be examined for potential works.

6.5 E-Government

The Clerk advised that the number of hits on the site meant the free tracking service limit was no longer adequate to cover the 30 day period intervals. The Clerk was looking into other trackers in order to advise the Council of their options.

At Cllr Dale's request, the Clerk had changed the monthly data back up from incremental on CD-RW disks to full on CD-R disks. The back up contained the Word & PDF documents, the Excel spreadsheets and the current version of the Publisher web-site.

6.6 Standing Orders

Cllr Dale advised that Cllr Foulger & he had reviewed the proposed Standing Orders, which had been issued with the agenda. In accordance with SO 1.4 of the current Standing Orders, he now proposed this item stand adjourned to the next meeting without comment.

7 Grant application for the village funday in aid of Ellie Logue.

Cllr Stopps explained the grant request, which was for £200 funding for an entertainer, a bouncy castle & a face painter. Last year's event had been attended by several hundred people and raised over £1,500.

The meeting agreed to grant £200 and instructed the Clerk to act accordingly.

Proposed by: Cllr Izzard

Seconded by: Cllr Dale

Decision: Unanimous

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8 H.M. Queen Elizabeth II 80th Birthday grant.

Cllr Dale reminded the meeting that he had asked the Cllrs to propose ideas for the £400 ENC grant available to each PC to commemorate the Queen's 80th Birthday. The funds were for lasting capital items (e.g. signs, trees, noticeboards) rather than one-off items (e.g. street parties). All claims must be made by 31st October.

Cllr Izzard suggested a flagpole, Cllr Palfreeman suggested a tree and the Clerk suggested an enclosed noticeboard to replace the one outside the village hall.

The meeting instructed the Clerk to investigate costs & requirement for all three and to report back to the next meeting.

9 ENC Standards Board – arrangements for Parish & Town Council members.

The Clerk updated the meeting on the proposals from the ENC Standards Board, which involved the current two Parish & Town Cllrs, elected in 2002, remaining on the Board until 2009 (subject to their being re-elected at the local elections in May 2007).

The meeting agreed with the proposal and instructed the Clerk to inform ENC accordingly.

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

10 NCC funding request – school transport workshop.

The Clerk explained the purpose of the transport workshop, promoting the environmental and safety benefits of school transport over private cars, and the request for funding.

The meeting agreed not to award a grant and instructed the Clerk to inform NCC accordingly.

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

11 Rights of Way report.

The Clerk (as PPW) advised that the NCC & BCC ROW teams had visited the site in July and BCC were starting the process to add the "missing link" from the airfield to Yelden onto the definitive map.

A further site meeting would take place in August and it was hoped the first path could be reopened before the September meeting.

12 Visits, Training & Courses.

The Clerk advised of the following –

Tues 22nd Aug – PPI Forum at Abbey Centre, East Hunsbury @ 14:00.

Weds 30th Aug – NVOP Health Forum at Saxon Hall, Raunds @ 14:00.

Tues 12th Sept – "Tops in Blue" show at Tri-base @ 19:00.

Tues 26th Sept – Insurance & Risk Assessment at NALC @ 19:00 (Clerk - £25).

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

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

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

14 Councillor's Reports

The Clerk advised that ENC had suggested the wording of the mapping agreement be referred back to the Ordnance Survey. The Clerk has confirmed with OS that the wording was not technically correct. OS & IDeA (the Improvement & Development Agency) are working on a new agreement to provide more mapping information to Parish & Town Councils.

The Clerk advised that Central Networks were making grants of up to £2,500 available to community groups for projects that build better and safer local environments. Cllr Dale suggested traffic calming for Water Lane/Sawyers Crescent and Cllr Wooding suggested 30 mph repeaters for Caldecott Rd. The meeting instructed the Clerk to investigate the latter proposal.

Cllr Dale advised that Lynne Thomas of Disbrowe Court had requested the Council support her application to the police for the use of "No Parking" cones to assist with access on Wednesday evenings when the motorcycle meets took place. The Clerk advised the Police had declined to lend her the cones, but were taking action to address the parking. Cllr Wooding suggested the motorbikes could park in the field to the rear of the pub, but Cllr Meeson explained he could not enforce this. Cllr Izzard suggested applying for yellow lines on the entrance to Disbrowe Court.

Cllr Izzard reported the ditch on the B663 (Raunds Rd) was being contaminated by foul waste again and requested the Clerk notify the Environment Agency.

Cllr Foulger indicated he would like to attend the SNC Code of Conduct training session in November and reminded the meeting of the NALC AGM in October.

Date of Next Meeting:

Ordinary meeting of the Council would be held on 11th September 2006 at 7:30 p.m. in the Chelveston Village Hall

The Meeting closed at 8:22 p.m.

Issued on 14th August 2006.

Pages 1129 – 1137 signed under seal as true record

Adrian Dale
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
2006				
14/03/2006	I-2006-097-MHH	Northants CTP	Training Programme for 2006	Circulated
22/03/2006	I-2006-107-MHH	NCC (Paul Rushton)	NCC - Draft Medium Term Plan 2006-2010	Circulated
23/03/2006	I-2006-108-MHH	Older Wiser EN	Agenda for meeting on 6th April 2006 @ ENC	Circulated
29/03/2006	I-2006-114-MHH	NACRE	End of Rural Transport Partnership	Circulated
31/03/2006	I-2006-115-MHH	NACRE	Village viewpoint Spring 2006 & funding leaflets	Circulated
06/04/2006	I-2006-127-MHH	ENC (Mick Bowerman)	Agenda for meeting of ENC Standards Board on 12th April	Circulated
15/04/2006	I-2006-139-MHH	ENC	Reports of Committees 24th April 2006	Circulated
15/04/2006	I-2006-140-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 24th April 2006	Circulated
20/04/2006	I-2006-141-MHH	ENC	Further items for above mtg	Circulated
21/04/2006	I-2006-143-MHH	PPI Forum	Minutes of mtg held on 21st March 2006	Circulated
25/04/2006	I-2006-149-MHH	ENC	Minutes of Planning mtg on 19th April 2006	Circulated
26/04/2006	I-2006-150-MHH	NCC (Scott Dalgarno)	Northamptonshire Local Transport Plan	Circulated
28/04/2006	I-2006-153-MHH	Allianz-Cornhill Insurance	Cllrs 75-80 Personal Accident cover information	Awaiting
29/04/2006	I-2006-155-MHH	ENC	Councillors Information Circular April 2006	Circulated
29/04/2006	I-2006-156-MHH	PPI Forum	AGM Agenda	Circulated
09/05/2006	I-2006-162-MHH	ODPM	Discussion Paper on Local Authority Byelaws	Awaiting
09/05/2006	I-2006-163-MHH	DEFRA	A Parish Guide to Environmental Enforcement	Awaiting
11/05/2006	I-2006-167-MHH	C&CD	Clerk's & Councils Direct Issue 45 May 2006	Circulated
24/05/2006	I-2006-181-MHH	ENC Planning	Draft ENC response to EIA scoping request	Circulated
30/05/2006	I-2006-187-MHH	NALC	Update Issue 1 May/June 2006, legal update notices	Circulated
10/07/2006	I-2006-237-MHH	ENC (David Lovell)	Funding for HM Queen's 80th Birthday commemorations	Awaiting
11/07/2006	I-2006-239-MHH	ENC (Keith Osborne)	Agenda for ENC mtg on 17th July 2006	File
11/07/2006	I-2006-240-MHH	ENC	Reports of Committees 17th July 2006	File
12/07/2006	I-2006-241-MHH	ENC Planning	305th WM minor amendment approval	WM File
12/07/2006	I-2006-242-MHH	ENC Planning	Planning application for loft conversion @ 21 Water Lane, Chelveston	Actioned
14/07/2006	I-2006-243-MHH	Bill Donald	305 BGMA agreement for 2005-6 costs from WM appeal	WM File
15/07/2006	I-2006-244-MHH	SLCC	Invoice for book	Actioned
17/07/2006	I-2006-245-MHH	Street Doctor	Lamp 5 reported dead (by 19 Hillside)	Actioned
18/07/2006	I-2006-246-MHH	NCC (Gary Thorp)	Temporary road closure - Church St, Hargarve	File
18/07/2006	I-2006-247-MHH	Police	Monthly crime sheets - June 2006	Circulated
18/07/2006	I-2006-248-MHH	Mr Emerson	Copy of objection to ENC ref Star & Garter caravan consent	File
21/07/2006	I-2006-249-MHH	ENC (Keith Osborne)	ENC Standards Board - PTC members	Actioned
25/07/2006	I-2006-250-MHH	NCC (Becky Norton)	Funding for school transport workshop request	Actioned
25/07/2006	I-2006-251-MHH	Central Networks	Unmetered Supplies Certificate details check	Actioned
26/07/2006	I-2006-252-MHH	NCC (Chris Haines)	Tree Warden Scheme & Tree Guardian issue 7	TW file
27/07/2006	I-2006-253-MHH	Central Networks	Community grants	File
27/07/2006	I-2006-254-MHH	Atkins	Annual Highways Parish Questionnaire	Actioned
28/07/2006	I-2006-255-MHH	Central Networks	Unmetered Supplies Certificate amended	File
29/07/2006	I-2006-256-MHH	ENC Planning	Planning permission granted for 3 Britten Close	File
29/07/2006	I-2006-257-MHH	Mr & Mrs Bronnert	305th WM donation	File
30/07/2006	I-2006-258-MHH	Cllr Sarah Stopps	Grant request for Ellie Logue Funday	Actioned
01/08/2006	I-2006-259-MHH	ENC Planning	Planning permission granted for The Cottage, Caldecott	File
01/08/2006	I-2006-260-MHH	ENC	Councillor's Information Circular July 2006	Circulated
01/08/2006	I-2006-261-MHH	NALC	Update Issue 2 June/July 2006, legal update notices, Village Viewpoint	Circulated
03/08/2006	I-2006-262-MHH	NWB	Bank statements	File
04/08/2006	I-2006-263-MHH	Easyspace	Web hosting services - annual fee	Actioned
04/08/2006	I-2003-264-MHH	ENVA	Poster for new pension information worker	Actioned
05/08/2006	I-2006-265-MHH	ENC Planning	Planning permission granted for 21 Water Lane, Chelveston	File
05/08/2006	I-2006-266-MHH	NCC (Gary Thorp)	Temporary road closure - Church St, Hargarve - update	File
05/08/2006	I-2006-267-MHH	Two benefactors	305th WM donation	File
07/08/2006	I-2006-268-MHH	Michael Farrow Ltd	Invoice for stonework for 305th memorial	Actioned
07/08/2006	I-2006-269-MHH	NVOP Health Forum	Meeting on Weds 30th Aug @ 14:00 at Saxon Hall, Raunds	Circulated
08/08/2006	I-2006-270-MH	PPI Forum	Agenda for meeeting on Tues 22nd Aug @ 14:00 at Abbey Centre	Circulated
08/08/2006	I-2006-271-MHH	ENC Planning	Notification of enforcement notice ref Star & Garter caravans	File
08/08/2006	I-2006-272-MHH	WT Drage & Sons	Invoice for granite for 305th memorial	Awaiting
11/08/2006	I-2006-273-MHH	EMDA	EMDA News August 2006	Circulated
11/08/2006	I-2006-274-MHH	423rd ABS (Penny Ash)	Invite to "Tops in Blue" show	Awaiting
11/08/2006	I-2006-275-MHH	ENCAMS	Guide to local environment quality	Circulated
12/08/2006	I-2006-276-MHH	ENC	Minutes from ENC-PTC mtg on 14th June 2006	Circulated
12/08/2006	I-2006-277-MHH	ENC Planning	Refusal of Lawful Development Certificate @ Star & Garter caravans	File
12/08/2006	I-2006-278-MHH	Central Networks	Notes for working near power lines	File
12/08/2006	I-2006-279-MHH	ENC (Natalie Stirrat)	Old maps for collection following digitising of planning files	Awaiting
14/08/2006	I-2006-280-MHH	Alzheimer's Society	Newletter 2006	Circulated

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
08/07/2006	O-2006-066-MHH	Parish Cllrs	Minutes for meeting 0607	Delivered		
11/07/2006	O-2006-067-MHH	ENC Planning	Response to application	Posted	0607.4.2	I-2006-226-MHH
11/07/2006	O-2006-068-MHH	ENC Planning	Response to application	Posted	0607.4.1	I-2006-211-MHH
12/07/2006	O-2006-069-MHH	ENC Planning	Response to CREL Photomontage sites	Posted	0607.4.3	I-2006-222-MHH
12/07/2006	O-2006-070-MHH	ABB	Payment of invoice	Posted	0607.5.1	I-2006-208-MHH
12/07/2006	O-2006-071-MHH		Transfer of title to windsock mast	Draft		
16/07/2006	O-2006-072-MHH	BDO Stoy Hayward	Explantion of variances for external audit	Posted		I-2006-117-MHH
21/07/2006	O-2006-073-MHH	ENC (Colin Ray)	Response to CCTV in EN	Posted	0607.9	I-2006-232-MHH
25/07/2006	O-2006-074-MHH	Parish Cllrs	Agenda for meeting 0608	Delivered		
29/07/2006	O-2006-075-MHH	Cllr A.R.Dale	Remittance advice for 305th WM expenses	Delivered	0608.4.2	
29/07/2006	O-2006-076-MHH	Parish Cllrs	Minutes for meeting 0608	Delivered		
31/07/2006	O-2006-077-MHH	ENC Planning	Response to application	Posted	0608.3.1	I-2006-242-MHH
31/07/2006	O-2006-078-MHH	SLCC	Payment of invoice	Posted	0608.4.1	I-2006-244-MHH
07/08/2006	O-2006-079-MHH	Parish Cllrs	Agenda for meeting 0609	Delivered		
14/08/2006	O-2006-080-MHH	Parish Cllrs	Minutes of meeting 0609	Delivered		
14/08/2006	O-2006-081-MHH	Parish Cllrs	Standing Orders (ver 6.0.5)	Delivered	0609.6.6	

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

S&P= Supply + Print

Date	Item	A4 S & P @ 4p	Post pence	DL Env @ 3p	C5 Env @ 6p	A4 Env @ 10p	Copy @ 4p	Phone Calls	Mileage @ 52.7p/mile	Other
06/07/2006	Orange - ISP broadband									£17.99
08/07/2006	Pre-minutes 0607 for Chair/Clerk	5								
08/07/2006	Lever Arch File									£1.25
09/07/2006	Budget control sheets	1					7			
11/07/2006	ENC Planning - response to applications	1	32	1			1			
11/07/2006	Internal audit fee - 18yr old single malt									£29.99
12/07/2006	ENC Planning - CREL photomontage sites	1	32	1			1			
12/07/2006	ABB - payment of invoice		32	1						
13/07/2006	Powergen - payment of invoice		32	1						
19/07/2006	Minutes 0607 - 4 P.Cllrs & file	11			4		44			
21/07/2006	Audit paperwork - copies						7			
21/07/2006	ENC - CCTV response	1	32	1			1			
25/07/2006	Agenda 0608 - 7 P.Cllrs & File	1		7			7			
28/07/2006	Unmetered Supplies Certificate	3								
29/07/2006	Pre-minutes 0608 for Chair/Clerk	2					2			
31/07/2006	ENC Planning - response to applications		32	1						
31/07/2006	SLCC - payment of invoice		32	1						
31/07/2006	A.R.Dale - payment of invoices	1								
03/08/2006	Minutes 0608 - 4 P.Cllrs & file	2			4		8			
04/08/2006	ISP hosting annual renewal									£56.40
09/08/2006	Agenda 0609 - 7 P.Cllrs & File	4			7		28			
09/08/2006	Standing Orders - 7 Cllrs & File	18					126			
11/08/2006	Pre-minutes 0609 for Chair/Clerk	5					5			
TOTALS		£2.24	£2.24	£0.42	£0.90	£0.00	£9.48	£0.00	£0.00	£105.63

TOTAL VALUE = £120.91