



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### 4.2 Residential Land Availability map for 2006.

4.2.1 ENC had finally released the map show the current and lapsed permissions in the parish.

*Item 11 was brought forward before item 5.*

## 5 Financial Transactions

5.1 The following invoices are due for payment – ABB (Street Lighting maintenance Jul – Sep 06), NALC (training course fee) & BDO Stoy Hayward (external audit fee). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

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

5.2 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**

5.3 The bank statements for the month of August have been received and reconciled.

5.4 The Clerk went through the quarterly budget control sheets with the meeting and the following adjustments made to the following budget headings -

Hall Hire	-£120	Vat (paid)	+£1,230
Audit fee	-£120	Airfield Reserve	-£900
Grants	+£100	Uncommitted balance now	£31

**Opening Balance for the meeting** £9,980.56

#### Receipts since last meeting

Number	Sender	Description	Method	Amount
None				
2006.41	Mr & Mrs Bronnert	305 <sup>th</sup> WM donation	100036	£50.00
2006.42	Two benefactors	305 <sup>th</sup> WM donation	100037	£56.00
<b>Total Receipts this meeting</b>				<u><b>£106.00</b></u>

#### Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2006.43	ABB	St Lt Maint (Jul – Sep 06)	000615	£134.73
2006.44	NALC	Training course fee	000616	£25.00
2006.45	BDO Stoy Hayward	External Audit fee	000617	£141.00
2006.46	M.H.Hunter	Expenses to 0610	000618	£29.82
<b>Total Expenditure this meeting</b>				<u><b>£330.55</b></u>

**Closing Balance for this meeting** £9,756.01

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### 6 Updates on Projects List

#### 6.1 Highways Issues

The Clerk confirmed that NCC had been advised of the latest accident/incidents at the junction of the B645 and the C59. NCC & the Clerk were exploring further signage options.

#### 6.2 305<sup>th</sup> BG Memorial

Cllr Dale advised that Steve Abbot was working on the weather vanes and B-17. He asked for ideas on the paving. Cllr Palfreeman suggested York stone paving. Cllr Wooding suggested alterations to the surrounding landscaping, with the paving being done last. It was agreed that Cllr Dale would consult a professional landscaper for advice and quotes.

Cllr Dale advised a late cheque (\$500) had been received from the 305<sup>th</sup> BGMA.

The Clerk advised on memorial book progress by Ian White & Bill Donald. Since the book would not be published until the next financial year and there was a potential sales income from it, it was agreed to only allocate the £2,000 funding already reserved for the book this year and to consider any additional funding required next year.

The Clerk suggested that given the progress so far, the Council should now take out insurance cover for it. The meeting agreed and instructed the Clerk to act accordingly.

#### 6.3 Street Lighting

No report

#### 6.4 Ditches

Cllr Foulger advised that he had still not been contacted by Atkins.

#### 6.5 E-Government

The Clerk had looked at other trackers, but concluded they either did not provide as much information or cost more than buying the increased log size from the current tracker. The Clerk was therefore increasing the current tracker log size by monthly fee.

The Clerk reported that whilst he had been away on holiday, the volume of e-mail received had exceeded the default mailbox size, meaning some e-mails had been lost. To prevent a future reoccurrence, the Clerk had purchased a larger (10MB) mailbox from the ISP.

#### 6.6 Standing Orders

Cllr Dale advised that the new Standing Orders (held over from the last meeting under SO 1.4 of the current Standing Orders) should now be adopted by the Council unless any member had an objection.

The meeting agreed to adopt the new Standing Orders, effective from the conclusion of this meeting and instructed the Chairman and Clerk to sign the Standing Orders accordingly.

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

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### 7 Notification of completion of external Audit of accounts ending 31<sup>st</sup> March 2006.

Cllr Dale advised the external audit had been completed and the Council was required to note any actions or observations arising from it (none). The Clerk confirmed the statutory completion notices were being displayed.

### 8 H.M. Queen Elizabeth II 80<sup>th</sup> Birthday grant.

Cllr Dale reminded the meeting that he had asked the Clerk to investigate three ideas (flagpole, tree and noticeboard) ideas for the £400 ENC grant available to each PC to commemorate the Queen's 80<sup>th</sup> Birthday. All claims must be made by 31<sup>st</sup> October.

Flagpole - NCC confirmed a new S144 agreement (& planning permission if not the national or EU flag) would be required.

Tree – NCC advised they had no suitable land available for a tree (highway visibility issues).

Noticeboard – The initial quotes exceeded the target budget.

As an alternative, the Clerk had contacted the supplier of the Golden Jubilee wooden bench (currently in storage) for a matching unit, to go either side of the memorial. This was in the order of £265 + Vat + delivery (£30).

The meeting agreed to the last option (with the addition of an engraved plaque) and instructed the Clerk to act accordingly.

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

### 9 The Three Towns Plan: Preferred options report – initial briefing on ENC local development plan.

The Clerk updated the meeting on the proposals from ENC Planning Policy Unit on the preferred options plan. The public consultation would run from 11<sup>th</sup> Sept to 23<sup>rd</sup> October and The Clerk had installed a link on the Council's web-site.

### 10 Rights of Way report.

The Clerk (as PPW) advised that the NCC & BCC ROW teams had visited the site again on 17<sup>th</sup> August. The only remaining work on the NCC side were two gates in the hedge/fence, though the closure orders would not be lifted until the BCC works were completed.

### 11 Visits, Training & Courses.

The Clerk advised of the following –

Tues 12<sup>th</sup> Sept – “Tops in Blue” show at Tri-base @ 19:00. (Cllr Dale).

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

Weds 11<sup>th</sup> Oct – Parish Constables at Wooton Hall Police HQ @ 19:00.

Tues 17<sup>th</sup> Oct – NALC AGM at NCC @ 19:00 (Cllr Foulger).

The meeting agreed to send Cllr Foulger on a code of conduct course and authorised the Clerk to contact NALC accordingly.

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

Thurs 16<sup>th</sup> Nov – Code of Conduct at SNC @ 18:30 (Cllr Foulger - £25).

# Chelveston-cum-Caldecott Parish Council

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

### 13 Councillor's Reports

The Clerk advised that NCC had asked if Councils could deposit copies of their minutes with their local libraries. Higham Ferrers had confirmed they would accept e-copies. The meeting agreed to the issuing e-copies of the approved minutes to the library.

Cllr Dale asked what the Council did about archives. The Clerk advised the Council followed the national guidelines issued by NALC, with older documents going to the County Records Office. On this subject, the Clerk advised the Council, at a meeting on 9<sup>th</sup> September 1996, had agreed to deposit the "Book of Governors" at the Records Office, but had not yet done so. Cllr Foulger agreed to pass the book on to the Clerk for depositing.

Cllr Foulger advised of the performance by Cory Environmental during a recent road sweeping exercise in the village. The meeting instructed the Clerk to find out specification of the service.

Cllr Stopps thanked the Council for the grant funding for the forthcoming (16<sup>th</sup> September) village funday in support of the Ellie Logue Appeal.

#### **Date of Next Meeting:**

Optional meeting of the Council would be held on 9<sup>th</sup> October 2006 at 7:30 p.m. in the Chelveston Village Hall

Ordinary meeting of the Council would be held on 13<sup>th</sup> November 2006 (Budget meeting) at 7:30 p.m. in the Chelveston Village Hall

The Meeting closed at 8:29 p.m.

**Issued on 16<sup>th</sup> September 2006.**

**Pages 1138 – 1146 signed under seal as true record**

**Adrian Dale**  
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
<b>2006</b>				
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
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
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
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
18/07/2006	I-2006-247-MHH	Police	Monthly crime sheets - June 2006	Circulated
08/08/2006	I-2006-272-MHH	WT Drage & Sons	Invoice for granite for 305th memorial	Awaiting
12/08/2006	I-2006-276-MHH	ENC	Minutes from ENC-PTC mtg on 14th June 2006	Circulated
16/08/2006	I-2006-282-MHH	BTCV (Gary Smith)	Update on BTCV work on aggregate extraction sites	File
29/08/2006	I-2006-283-MHH	Police	Monthly crime sheets - July 2006	Circulated
29/08/2006	I-2006-284-MHH	NCC (Andrew Coleman)	Area bus timetable updates	File
29/08/2006	I-2006-285-MHH	NCC (Paul Rushton)	NCC Medium term plan	Circulated
30/08/2006	I-2006-286-MHH	BDO Stoy Hayward	Conclusion of Annual Audit & invoice for fees	Actioned
31/08/2006	I-2006-287-MHH	ENC (Vicki Atkinson)	Electoral posters	Actioned
31/08/2006	I-2006-288-MHH	NALC	Parish Constables & AGM reminder	File
31/08/2006	I-2006-289-MHH	ENC (Natalie Stirrat)	OS mapping agreement	File
31/08/2006	I-2006-290-MHH	ABB	Street Lighting Maintenance (Jul - Sept 06)	Actioned
01/09/2006	I-2006-291-MHH	Urban Landscape Ltd	Steet furniture catalogue	File
01/09/2006	I-2006-292-MHH	ENC Planning	Planning application for barn at Carr Bros Upper Higham Lane site	Actioned
02/09/2006	I-2006-293-MHH	NWB	Bank statements	Actioned
02/09/2006	I-2006-294-MHH	Raunds TC	Invite to the Mayors Ball on Sat 18th Nov @ Raunds FC	Actioned
02/09/2006	I-2006-295-MHH	ENC	Councillors Information Circular - August 2006	Circulated
02/09/2006	I-2006-296-MHH	PPI Forum	Posters for meeting dates	Actioned
05/09/2006	I-2006-297-MHH	NCC (Gill Howe)	Supply of parish minutes to county libraries	Actioned
06/09/2006	I-2006-298-MHH	ENC (Karen Horner)	(LDF) Three Towns Plan : Preferred Options Report	Awaiting
07/09/2006	I-2006-299-MHH	C&CD	Clerk's & Councils Direct Issue 47 Sept 2006	Circulated
07/09/2006	I-2006-300-MHH	ENC (Laura Davidson)	Residential Land Availability map 2006	File
11/09/2006	I-2006-301-MHH	305th BGMA	Late donation cheque & covering letter	WM 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.
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	
15/08/2006	O-2006-082-MHH	NACRE	Payment of invoice	Posted	0609.5.1	I-2006-261-MHH
15/08/2006	O-2006-083-MHH	NALC	Training course fee	Posted	0609.5.1	I-2006-261-MHH
15/08/2006	O-2006-084-MHH	Michael Farrow Ltd	Payment of invoice	Posted	0609.5.2	I-2006-268-MHH
28/08/2006	O-2006-085-MHH	Penny Ash, 423rd ABS	Tops in Blue application	Posted	0609.12	I-2006-274-MHH
06/09/2006	O-2006-086-MHH	Parish Cllrs	Agenda for meeting 0610	Delivered		



**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 @ 54.4p/mile	Other
06/08/2006	Orange - ISP broadband									£17.99
09/08/2006	CD-R disks (25)									£5.00
15/08/2006	Minutes 0609 - 4 P.Cllrs & File	9			4		36			
15/08/2006	NACRE - Payment of fees		32	1			1			
15/08/2006	NALC - Course fee		32	1						
15/08/2006	Michael Farrow - payment of invoice		32	1						
28/08/2006	Penny Ash - Tops in Blue application		32	1						
31/08/2006	Easyspace - 10MB e-mail rental									£1.65
06/09/2006	Agenda 0610 - 7 P.Cllrs & File	4			7		28			
<b>TOTALS</b>		£0.52	£1.28	£0.12	£0.66	£0.00	£2.60	£0.00	£0.00	£24.64

**TOTAL VALUE = £29.82**