

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

16th April 2007

Meeting Number 0705

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 16th April 2007** 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 A.J.Palfreeman	
	Cllr S.E.Stopps	
 Clerk:	Mr. M.H.Hunter	
Public:	None	

Open Forum

Cllr Dale explained that this was an opportunity 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 7:31p.m. and asked for any apologies – D.Cllr P.Whiting (prior engagement). None received from Cllr Meeson. The meeting agreed to accept the apology.

2 Declarations of Interest under Section 50 of the LGA 2000

Cllr Dale declared a prejudicial interest in item 6.2 (recipient of expenses).

3 Notification of Executive action (SO 83)

Cllr Dale advised that, at his request, the Executive had agreed to place an order for turf for the memorial, which was covered by a donation for this purpose.

4 Minutes of Previous Meetings

The minutes of an ordinary meeting of the Parish Council **0704 – 12th March 2007** had been circulated.

The meeting resolved to:

- 4.1 Approve the minutes of meetings **0704** with no amendments.

Proposed: Cllr Dale

Seconded: Cllr Foulger

Decision: Unanimous

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5 Planning and Licensing Matters

- 5.1 **EN/07/00494/FUL –Two storey extension to side and rear and associated works at Meadowcroft, Raunds Rd, Chelveston.**

Cllr Dale explained the application. The Clerk had contacted *Fieldview* and *Gardenfield* with no objections.

The meeting agreed not to object, subject to it being in keeping with the adjacent properties and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 5.2 **EN/07/00611/LDE – Certificate of lawfulness existing for residential care home at Wildacre, Raunds Rd, Chelveston.**

Cllr Dale explained the application, on the grounds of 8 residents being present since 1995.

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

Proposed: Cllr Dale Seconded: Cllr Palfreeman Decision: Unanimous

- 5.3 **Update on previous applications.**

The Clerk advised that the next ENC planning meeting was Weds 18th April 2007, but the CRE application would not be decided then.

The change of use for additional car parking at the rear of the *Star & Garter* and the application for lawful consent for caravan storage at *Gardenfield* had both been approved by officer delegation.

The extension to the anemometer mast for a further 12 months at CRE Park and the appeal against the caravans at the *Star & Garter* were still under consideration.

In respect of the license for the *Star & Garter*, it was noted a large number of complaints were received over the Bank Holiday weekend and those concerned had been referred to the County Licensing Unit (CLU) or the ENC Environmental Services as appropriate. The Council decided to defer any discussion until after the CLU and Environmental Services had completed their investigations.

6 Financial Transactions

- 6.1 The following invoices were due for payment – ABB (St Lighting maintenance Jan – Mar 07) and Allianz-Cornhill (insurance 2007). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

- 6.2 The following invoices are due for payment for the war memorial – A.V & D.Camp (topsoil) and A.R Dale (expenses - turf). 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: Cllr Wooding Seconded: Cllr Stopps Decision: Unanimous

- 6.3 The Chairman's annual allowance (£80) was payable. Cllr Dale advised he would not be claiming it, to be without precedent to future Chairman.

- 6.4 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: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

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- 6.5 The bank statements for the month of March have been received and reconciled.
- 6.6 The Closing Balance for 2006/7 was £1,358.87.
- 6.7 Cllr Dale highlighted that, on paper, the Council would be in deficit if all the cheques were presented. However, he advised that donation cheques to the value of £470 had been received, but not yet paid in. Accordingly, the Clerk and Cllr Dale had agreed not to present their cheques until the donation cheques had cleared. The cashflow problem would clear with the first payment of the Precept and the VAT refund.

Opening Balance for the meeting £895.41

Receipts since last meeting

Number	Sender	Description	Method	Amount
2006.87	W.Donald	305 th WM donation	On-line	£5.00
2006.88	NWB	Interest (Jan – Mar 07)	Bank	£61.71
	Correction for	Unpresented cheque (NCC sign)		£293.75
Total Receipts this meeting				<u>£360.46</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2007.01	ABB	St Lt Maint (Jan – Mar 07)	000648	£135.65
2007.02	Allianz-Cornhill	Insurance 2007	000649	£454.70
2007.03	Powergen	St Lt Power (Jan – Mar 07)	000650	£264.21
2007.04	A.V. & D.Camp	305 th WM (Topsoil)	000651	£164.50
2007.05	A.R.Dale	305 th WM expenses (Turf)	000652	£293.40
2007.06	M.H.Hunter	Expenses to 0705	000653	£67.37
Total Expenditure this meeting				<u>£,1379.83</u>

Closing Balance for this meeting £-123.96

7 Updates on Projects List

7.1 Highways Issues

The Clerk confirmed ENC had refitted the sign for *The Green* and had noticed a missing sign by the phone box. A replacement has been ordered. The VMS bend sign on the B645 (Kimbolton Rd) had been destroyed by a car accident.

7.2 305th BG Memorial

Cllr Dale advised on the latest works including the soil levelling, grass seeding, second bench and turf laying. This had been done with donations from *Chapel Cottage* and JST.

Cllr Dale showed the meeting the final design for the memorial plaque and requested the council authorise the order for it. The meeting agreed and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

The Clerk updated the meeting on the dedication day progress. The road closure letters had been issued, the St Johns Ambulance contacted and the Council's insurers informed.

Cllr Foulger asked for confirmation of the WI catering allowance for the veterans, this was agreed at £5/head to a max of £500.

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7.3 Street Lighting

The Clerk advised that lamp 25 (Higham Rd, west of JST) had been repaired again. E-On Central Networks had advised that an audit of the records could not find an unmetered supplies agreement between themselves and the Council. The Clerk had examined the standard agreement and recommended the Council enter into an agreement to continue the provision of power for the street lighting.

The meeting agreed to enter into an Unmetered Electricity Connections Agreement and instructed the Clerk to act accordingly.

Proposed: Cllr Wooding Seconded: Cllr Palfreeman Decision: Unanimous

7.4 Ditches

Cllr Foulger advised no further progress with *the Barns* ditch.

Cllr Izzard advised the B663 (Raunds Rd) ditch problem was being passed back & forth between NCC & Atkins.

7.5 E-Government

The Clerk advised that a new history page had been added on the Chelveston quarries (known locally as the *Chelveston Cliffs*).

The Clerk advised for the 30 day period ending 14th April 2007, 21.7% came from the US, 0.3% from Europe & 2.3% from other countries.

8 Local Elections 2007 update.

Cllr Dale advised that 8 candidates had submitted valid nominations by the cut-off date and therefore there would be a contested full council election for the first time in 24 years. The Clerk had arranged for an article in the *ET* and *NVN* accordingly.

Four of the existing Cllrs were re-standing, plus Martin Emerson, Stuart Green & Glenn Harwood from Chelveston and Patricia Mommersteeg from Caldecott. The Parish was one of only three villages that were holding contested elections in the district.

It was also noted that Glenn Harwood was also standing for ENC in the Higham Lancaster ward. He is the first Chelveston candidate for ENC since it formed in 1974.

9 Annual Parish Assembly 2007 update.

Cllr Dale advised that, barring any new developments from CRE, the meeting would cover the Annual Report of the Council (Cllr Dale), the memorial dedication service plans (Clerk) and an update on the activities of Preserve (Pieter Mommersteeg). Aim to complete by 20:00 for the Annual Meeting of the Council.

10 Dog Control Orders update.

Cllr Dale advised that ENC were proposing to adopt a district wide Dog Control Order (for dog fouling only) under the *Dog Control Order Regulations* 2006. It would apply to all land that was open to the air and to which the public are entitled or permitted to have access (with or without payment). If the order is made then existing dog fouling designated areas (e.g. the churchyard) covered under the *Dogs (Fouling of Land) Act* 1996 would automatically lapse.

ENC are consulting the Town & Parish Councils to see if they wish to separately apply for orders for any of the other 4 offences.

The meeting agreed to the ENC proposal without any additions and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Foulger Seconded: Cllr Palfreeman Decision: Unanimous

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11 Rights of Way report.

The Clerk (as PPW) advised that NCC ROW had contacted Anglian Water for failing to keep footpath MM13 clear near Wateryard Spinney during the pipe laying works. NCC ROW had agreed to replace the "pink" in-fill with something more solid in Joe's / High Lane. It was noted that the in-fill was wet on the side nearest the gardens. Cllr s Dale & Foulger suggested that there was a natural spring there, which had been observed during the building of Disbrowe court.

12 Visits, Training & Courses.

The Clerk advised of the following –

Thurs 24th May – NCC second local government conference (venue tbc) @ 16:00.

Sat 26th May – 305th BG memorial dedication service (Chelveston) @ 14:00.

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: Cllr Dale

Seconded: Cllr Stops

Decision: Unanimous

14 Councillor's Reports

The Clerk advised Cllr Foulger had requested additional time to make further copies from the "Book of Governors" before it was handed over for depositing at the County Records Office.

The Clerk advised that the owners of *Middle Farm Barn* had changed the name to *The Byre*.

The Clerk advised that Insp. Martin Kinchin had replaced Insp. Thomason as the Sector Inspector for the EN police sector.

Cllr Wooding requested the next bi-monthly newsletter include a notice about horse riders using the footpaths.

Cllr Izzard reported fly-tipping of timber in Bidwell Lane.

The Public and Press were excluded from the meeting under s100A LGA 1972 from item 15 as it involved the likely disclosure of exempt information as defined in paragraphs 1, 3 & 4 of Part 1 of Schedule 12A of the Act.

15 Clerk's Conditions of Service

Cllr Dale reminded the Council that the Clerk's conditions of service were based on the SLCC – NALC national agreement and had been adopted in March 2005. The Clerk had advised the Council last year that NALC and the SLCC were redrafting some of the conditions to correct some mistakes and take into account new employment legislation.

This had now been completed and the Clerk wished his conditions of service to incorporate those changes that were applicable. Cllrs Dale, Wooding & Foulger had been provided with a draft three weeks previously to examine them on behalf of the Council.

The meeting agreed to adopt the revised conditions of service and the Chairman was authorised to sign on behalf of the Council.

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Date of Next Meeting:

The Annual Parish Assembly would be held on 14th May 2007 at 7:30 p.m. in the Chelveston Village Hall.

The Annual Meeting of the Council would be held on 14th May 2007 in the Chelveston Village Hall to follow.

Cllr Dale thanked Cllrs Meeson, Palfreeman & Stopps who had decided to stand down and for whom this was their last Council meeting and wished the other Cllrs well in the forthcoming elections. The meeting closed at 8:23 p.m.

Issued on 17th April 2007.

Pages 1201 – 1210 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
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Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2007				
15/02/2007	I-2007-050-MHH	ENC (Beth Gordon)	New code of practice on litter & refuse	Circulated
24/02/2007	I-2007-060-MHH	ENC (Keith Osbourne)	Notice of meeting on Thurs 1st March @ ENC	Circulated
28/02/2007	I-2007-061-MHH	ENC (Keith Osbourne)	Council Tax resolution to the above mtg	Circulated
03/03/2007	I-2007-063-MHH	NALC/NACRE	Village viewpoint Spring 2007	Circulated
03/03/2007	I-2007-064-MHH	Northants PPI Forum	Notice of meetings in March	Circulated
05/03/2007	I-2007-066-MHH	C&CD	Clerks & Councils Direct issue 50 (March 2007)	Circulated
08/03/2007	I-2007-068-MHH	ENC	Councillors Information Circular - February 2007	Circulated
10/03/2007	I-2007-072-MHH	EM Rural Affairs Forum	EM Rural Action Plan	Circulated
14/03/2007	I-2007-073-MHH	NCC (Robert Chadwick)	Closure of Raunds registration of Births & Deaths	Circulated
14/03/2007	I-2007-074-MHH	NCC (Amy Caswell)	Reminder of Street Doctor service	Circulated
14/03/2007	I-2007-075-MHH	NCC (Rory Borealis)	NCC plan for "Putting the Customer First"	Circulated
14/03/2007	I-2007-076-MHH	NCC (Mike Chant)	NCC MWDF- adoption of development & integration principles SPD	File
15/03/2007	I-2007-077-MHH	ENC (Keith Osbourne)	Posters to encourage Cllr candidates	Actioned
15/03/2007	I-2007-078-MHH	ENC (Beth Gordon)	Dog Contol Orders	Actioned
17/03/2007	I-2007-079-MHH	Police	Monthly crime statistics - Feb 2007	Circulated
17/03/2007	I-2007-080-MHH	DCA (Harriet Harman MP)	Memorial safety	File
17/03/2007	I-2007-081-MHH	ABB	Invoice for St lighting Maintenance (Jan - Mar 2007)	Actioned
17/03/2007	I-2007-082-MHH	SLCC	Revisons to Clerk's national model contract of Employment	Actioned
21/03/2007	I-2007-083-MHH	ENC (Returning Officer)	Notice of Election posters & Cllr nomination forms	Actioned
22/03/2007	I-2007-084-MHH	ENC (Diane Merricks)	Name change - <i>Middle Farm Barn</i> to <i>The Byre</i>	File
22/03/2007	I-2007-085-MHH	BDO Stoy Hayward	Local Council Breifing - Spring 2007	File
23/03/2007	I-2007-086-MHH	Audit Commission	Confirmation of BDO Stoy Hayward as the external auditors for 2006/7	File
23/03/2007	I-2007-087-MHH	Older Wiser EN	Notice of a meeting on 5th April 2007	Circulated
27/03/2007	I-2007-088-MHH	Police	New Sector Inspector - Insp Martin Kinchin.	File
27/03/2007	I-2007-089-MHH	ENC Planning	Planning permission granted for <i>Star & Garter</i> extra car park	File
28/03/2007	I-2007-090-MHH	Allianz-Cornhill	insurance Renewal forms	Actioned
31/03/2007	I-2007-091-MHH	Bee Bee Developments	Invite to Sunday Lunch @ Rockingham Motor Speedway	File
02/04/2007	I-2007-092-MHH	NALC	Update issue 6, FOIA info & pocket parks	Circulated
02/04/2007	I-2007-093-MHH	CCP	Chichele College - exhibitions & events 2007	Circulated
02/04/2007	I-2007-094-MHH	Postwatch	Update on Post Office closures	Circulated
03/04/2007	I-2007-095-MHH	ENC Planning	Lawful Development granted for <i>Gardenfields</i> (caravan storage)	File
03/04/2007	I-2007-096-MHH	ENC	Councillors Information Circular - March 2007	Circulated
04/04/2007	I-2007-097-MHH	Powergen	Invoice for Street Lighting power (Jan - Mar 2007)	Actioned
04/04/2007	I-2007-098-MHH	E-On Central Networks	Request to sign Unmetered Electricity Connection Agreement	Actioned
04/04/2007	I-2007-099-MHH	ENC Planning	Application for 2 storey ext to side & rear @ <i>Meadowcroft</i> , Raunds Rd	Actioned
05/04/2007	I-2007-100-MHH	ENC (Mick Bowerman)	Agenda for meeting of the Standards Board on Weds 11th April	Circulated
08/04/2007	I-2007-101-MHH	NWB	Bank Statements	File
11/04/2007	I-2007-102-MHH	ENC (Returning Officer)	Notice of Persons Nominated Posters	Actioned
12/04/2007	I-2007-103-MHH	Northants CLU	Posters for "Scores on the Doors" and new "No Smoking" rules	Circulated
12/04/2007	I-2007-104-MHH	A.V. & D.Camp	Invoice for topsoil for 305th WM	Actioned
12/04/2007	I-2007-105-MHH	Grp Capt Lloyd	Confirmation of attendance at 305th WM dedication service	WM File
13/04/2007	I-2007-106-MHH	NCC ROW	Waymarker magazine Spring 2007 issue	Circulated
13/04/2007	I-2007-107-MHH	ENC Planning	Application for Lawful dev for residential home @ <i>Wildacre</i> , Raunds Rd	Actioned
14/04/2007	I-2007-108-MHH	Nene Turf Supplies	Receipt for turf for 305th 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.
2007						
12/03/2007	O-2007-022-MHH	Parish Cllrs	Minutes 0704	Delivered		
12/03/2007	O-2007-023-MHH	ENC (Planning)	Response to application @ <i>Gardenfields</i> , Raunds Rd	Posted	0704.5.1	I-2007-042-MHH
12/03/2007	O-2007-024-MHH	ENC (Planning)	Response to application for anemometer ext @ CRE Park	Posted	0704.5.2	I-2007-057-MHH
15/03/2007	O-2007-025-MHH	NALC	Payment of invoice	Posted	0704.6.1	I-2007-045-MHH
15/03/2007	O-2007-026-MHH	NALH	Payment of invoice	Posted	0704.6.1	I-2007-058-MHH
15/03/2007	O-2007-027-MHH	A.W.Fuller Groundworks	Payment of invoice	Posted	0704.6.2	I-2007-055-MHH
15/03/2007	O-2007-028-MHH	A.W.Fuller Groundworks	Payment of invoice	Posted	0704.6.2	I-2007-067-MHH
17/03/2007	O-2007-029-MHH	Parish	Election Special Newsletter	Delivered	0704.11	
20/03/2007	O-2007-030-MHH	Clerk	Revised Clerk's contract (national agreement 2007 mods)	Delivered		
20/03/2007	O-2007-031-MHH	ENC (Beth Gordon)	Query on new codes of practice on litter	Posted	0704.8	I-2007-050-MHH
21/03/2007	O-2007-032-MHH	Higham Rd households	Notice of road closure for memorial dedication service	Delivered	0704.7.2	I-2007-002-MHH
27/03/2007	O-2007-033-MHH	Grp Capt Steve Lloyd	Invite to the 305th dedication service	Posted	0704.7.2	
03/04/2007	O-2007-034-MHH	Allianz-Cornhill Insurance	Notification of memorial service	Posted	0704.7.2	
07/04/2007	O-2007-035-MHH	Parish	April/May Newsletter	Delivered		
12/04/2007	O-2007-036-MHH	Parish Cllrs	Agenda 0705	Delivered		
12/04/2007	O-2007-037-MHH	ET	Election article	Posted	0705.8	

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

S&P= Supply + Print

Date	Item	A4 S & P @ 5p	Post pence	DL Env @ 6p	C5 Env @ 7p	A4 Env @ 10p	Copy @ 5p	Phone Calls	Mileage @ 40p/mile	Other
06/03/2007	Orange - ISP broadband									£17.99
11/03/2007	Pre-minutes for Clerk & Chair	5								
12/03/2007	ENC (Planning) - <i>Gardenfields</i> response		32	1						
12/03/2007	ENC (Planning) - Anemometer response	1	32	1			1			
14/03/2007	Minutes 0704 - 4 P.Cllrs & File	9		4			36			
15/03/2007	NALC - Payment of invoice		32	1			1			
15/03/2007	NALH - Payment of invoice		32	1						
15/03/2007	A.W.Fuller - Payment of invoice (x2)		32	1			2			
17/03/2007	Election Newsletter (200 copies)									£20.00
20/03/2007	ENC (Beth Gordon) - new waste zones	1	32	1			1			
21/03/2007	Households affected by road closure	10					1			
27/03/2007	Grp Capt Steve Lloyd - invite to WM	1	32	1			1			
03/04/2007	Allianz-Cornhill - insurance WM service	1	32	1			1			
07/04/2007	April/May Newsletter (200 copies)									£20.00
12/04/2007	ET article on parish elections	1	32	1			1			
12/04/2007	Agenda 0705 - 7 P.Cllrs & File	4		7			28			
TOTALS		£1.65	£2.88	£1.20	£0.00	£0.00	£3.65	£0.00	£0.00	£57.99

TOTAL VALUE = £67.37