

# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

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### Minutes of the Annual Meeting of the Parish Council

14<sup>th</sup> May 2007

#### Meeting Number 0706

Minutes of the **Annual Meeting** of the Parish Council held at **8:18 p.m. - Monday 14<sup>th</sup> April 2007** in the Chelveston Village Hall.

**Present :-** Councillors :

|                    |                 |
|--------------------|-----------------|
| Cllr A.R.Dale      | (Chairman)      |
| Cllr M.W.Wooding   | (Vice-chairman) |
| Cllr M.W. Emerson  |                 |
| Cllr M.L.Foulger   |                 |
| Cllr G.Harwood     |                 |
| Cllr M.J.Izzard    |                 |
| Cllr P.Mommersteeg |                 |

Clerk: Mr. M.H.Hunter

Public: 13 members of the public.

#### **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 8:18 p.m. and asked for any apologies – None.
- 1.2 Cllr Dale then asked the meeting to stand for one minute's silence in respect of D.Cllr Barry Saunston, who had sadly passed away shortly after being re-elected as District Cllr.

*The meeting stood for one minute's silence.*

#### **2 Election of Chairman**

- 2.1 Cllr Wooding proposed Cllr Dale. There were no other nominations. Cllr Dale signed his declaration of office and thanked the Cllrs for electing him again.

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

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

Cllr Dale declared a prejudicial interest in item 9.1 (director of the company).

Cllrs Dale & Wooding declared a prejudicial interest in item 9.2 (recipient of expenses).

#### **4 Election of a Vice-Chairman**

- 4.1 Cllr Dale proposed Cllr Wooding. There were no other nominations.

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

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### 5 Election of Internal Financial Verifier

5.1 Cllr Dale proposed Cllr Foulger. There were no other nominations.

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

### 6 Appointment of Representative to the Village Hall Committee

6.1 Cllr Dale proposed Cllr Mommersteeg. There were no other nominations.

**Proposed: Cllr Dale                      Seconded: Cllr Wooding                      Decision: Unanimous**

### 7 Minutes of Previous Meetings

The minutes of an ordinary meeting of the Parish Council **0705 – 16<sup>th</sup> April 2007** had been circulated.

**The meeting resolved to:**

7.1 Approve the minutes of meetings **0705** with no amendments.

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

### 8 Planning and Licensing Matters

8.1 **EN/07/00297/FUL – Relocation of farm including erection of cattle shed and dairy and erection of two agricultural dwellings at land off Raunds Rd, Chelveston**

Cllr Dale invited Graham Hill to explain the application. Cllr Dale asked about future use of the old site (reverts to the Duchy) and Cllr Harwood asked about pollution (slurry traps).

The meeting agreed to support the application and instructed the Clerk to notify ENC accordingly.

**Proposed: Cllr Wooding                      Seconded: Cllr Harwood                      Decision: Unanimous**

8.2 **Update on previous applications.**

The Clerk advised that the next ENC planning meeting was Weds 23<sup>rd</sup> May 2007 and there were indications that the CRE application would be decided then.

The planning appeal against the enforcement notice to remove the caravans from the field to the rear of the *Star & Garter* had been refused and they must now be removed.

The extension to the anemometer mast for a further 12 months at CRE Park, the lawful consent at *Wildacre* were still pending. The case officer had asked for changes to the dormer windows in the extension at *Meadowcroft*.

### 9 Financial Transactions

9.1 The following invoices were due for payment – ENC (Grass-cutting Aug 06 – Mar 07) and Creatifica Associates (APA agenda printing). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

**Proposed: Cllr Emerson                      Seconded: Cllr Foulger                      Decision: Unanimous**

9.2 The following invoices are due for payment for the war memorial – M.W.Wooding (stone chippings) and A.R.Dale (expenses – fabric, paint, grass seed & iron rods). The 305<sup>th</sup> BGMA had agreed reimbursement from the appeal fund. The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

**Proposed: Cllr Izzard                      Seconded: Cllr Harwood                      Decision: Unanimous**

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- 9.3 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: Cllr Dale                      Seconded: Cllr Mommersteeg      Decision: Unanimous**

- 9.4 In accordance with FR 5.1, the meeting resolved to remove Robin Meeson, Sarah Stopps & Adrian Palfreeman from the Council's bank mandate and add Martin Emerson, Glenn Harwood & Patricia Mommersteeg.

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

- 9.5 The bank statements for the month of April have not yet been received and reconciled.

**Opening Balance for the meeting** £-123.96

**Receipts since last meeting**

| Number                             | Sender        | Description                    | Method | Amount                  |
|------------------------------------|---------------|--------------------------------|--------|-------------------------|
| 2007.07                            | 3 benefactors | 305 <sup>th</sup> WM donations | 100040 | £470.00                 |
| 2007.08                            | ENC           | Precept (25%)                  | BACS   | £1,875.00               |
| <b>Total Receipts this meeting</b> |               |                                |        | <u><b>£2,345.00</b></u> |

**Payments to be made this meeting**

| Number                                | Payee            | Description                               | Cheque | Amount                  |
|---------------------------------------|------------------|---|--------|-------------------------|
| 2007.09                               | ENC              | Gras-cutting (Aug 06 – Mar 07)            | 000654 | £1,669.87               |
| 2007.10                               | M.W.Wooding      | 305 <sup>th</sup> WM (stone chippings)    | 000655 | £48.44                  |
| 2007.11                               | A.R.Dale         | 305 <sup>th</sup> WM (fabric, grass seed) | 000656 | £104.38                 |
| 2007.12                               | Creatifica Assoc | APA agenda printing                       | 000657 | £8.81                   |
| 2007.13                               | M.H.Hunter       | Expenses to 0706                          | 000658 | £42.57                  |
| <b>Total Expenditure this meeting</b> |                  |   |        | <u><b>£1,874.07</b></u> |

**Closing Balance for this meeting** £346.97

## 10 Updates on Projects List

### 10.1 Highways Issues

The Clerk advised NCC's contractors had replaced the sign on the jct of the Higham Rd (B645) and the Caldecott Rd (C59), but had got the wrong sign for the church (and pointing the wrong way). Cllr Foulger (as the parish highways rep) advised that he had tried to contact Maggie Andrews at Atkins, but was unavailable.

### 10.2 305<sup>th</sup> BG Memorial

Cllr Dale advised on that the only work outstanding was the dedication plaque.

The Clerk advised the Council's insurers were currently requesting additional paperwork, which the Clerk was providing.

### 10.3 Street Lighting

The Clerk advised that E-On Central Networks had confirmed that the Council had now entered into a valid Unmetered Electricity Connections Agreement.

### 10.4 Ditches

Cllr Foulger advised he had been unable to contact Atkins over *the Barns* ditch.

Cllr Izzard advised the Environment Agency had been due to meet with him, but instead met another resident, regarding the B663 (Raunds Rd) ditch.

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### 10.5 E-Government

The Clerk advised for the 30 day period ending 12<sup>th</sup> May 2007, 6.3% came from the US, 0.4% from Europe & 2.7% from other countries.

### 11 Matters arising from the Annual Parish Assembly.

Cllr Dale advised that the following had been raised – traffic calming and footways/footpaths. Following a debate on various traffic calming measures and the state of different footways in the village, it was agreed that these would be the main focus for the coming year, once the memorial work was completed. These would be debated in more detail at the next meeting.

### 12 Adoption of the new Code of Conduct (including modification of Standing Orders).

Cllr Dale advised that the government had rushed through a revision to the Code of Conduct Regulations which came into force on the 3<sup>rd</sup> May 2007. The Council firstly needed to adopt the new model code, then adopt paragraph 12(2) of the code (which is not mandatory for Parish Councils, but is strongly recommended by the Clerk, the Monitoring Officer and the Standards Board for England). Finally they needed to modify SO 70, to allow the public to speak during the meeting, at the Chairman's desecration. As this is to incorporate a legislative change, SO 80 (the delay of SO changes to the next meeting) was suspended for this item.

- 12.1 This Council resolves to adopt the Model Code of Conduct as defined in the Local Authorities (Model Code of Conduct) Order 2007.

**Proposed: Cllr Dale                      Seconded: Cllr Wooding                      Decision: Unanimous**

- 12.2 This Council resolves to adopt paragraph 12(2) of the above code.

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

- 12.3 This Council resolves to amend Standing Order 70 to read "*At all meetings of the Council the Chairman may at his discretion and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted at that meeting*".

**Proposed: Cllr Dale                      Seconded: Cllr Mommersteeg                      Decision: Unanimous**

The Clerk was instructed to notify the Monitoring Officer and the Standards Board for England accordingly and to arrange for the statutory press advert.

The Clerk confirmed all Cllrs had completed their Declaration of Acceptance and Register of Interests, which would be copied to the Monitoring Officer.

### 13 Approval of the accounts ending 31<sup>st</sup> March 2007.

Cllr Dale advised that the draft accounts had been included with the agenda for the meeting and asked Cllr Foulger (as IFV) to confirm that he was happy with the figures. Cllr Foulger confirmed he was satisfied with the accounts, having checked the monthly reconciliations.

The meeting agreed to adopt the accounts and instructed the Clerk to act accordingly.

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

### 14 Arrangements for audit of accounts ending 31<sup>st</sup> March 2007.

Cllr Dale advised the annual audit of the accounts was due and the Council needed to arrange for the independent Internal Auditor to audit them. The Clerk confirmed that Jim Hill FCA of Finedon had confirmed his willingness to perform the audit.

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The meeting agreed to the appointment of the internal auditor and instructed the Clerk to contact Mr Hill and set his remuneration accordingly.

**Proposed: Cllr Wooding**

**Seconded: Cllr Izzard**

**Decision: Unanimous**

### 15 Visits, Training & Courses.

The Clerk advised of the following –

Weds 16<sup>th</sup> May – 35<sup>th</sup> ENC annual meeting at ENC @ 19:30.

Thurs 24<sup>th</sup> May – NCC/Police second Parish Council Conference (Wooton Hall) @ 16:30.

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

Tues 29<sup>th</sup> May - Cllr training session by CTP at NALC, N'ton @ 18:45 (£26).

Sat 9<sup>th</sup> June – 423<sup>rd</sup> ASG Hanger Dance at RAF Molesworth (40's) @ 19:30 (£10).

Weds 20<sup>th</sup> June – Cllr training session by CTP at NALC, N'ton @ 18:45 (£26).

Sat 30<sup>th</sup> June - Atkins open day at Brixworth Highways depot @ 11:00. (Cllr Foulger)

Those Cllrs who had not yet been on a basic training session agreed to attend a future event. In response to a question from Cllr Mommersteeg, the Clerk confirmed there would be other courses as well as the two listed.

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

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

**Proposed: Cllr Emerson**

**Seconded: Cllr Wooding**

**Decision: Unanimous**

### 17 Councillor's Reports

Cllr Wooding felt the remedial work on Joes Lane / High Lane had greatly improved the access. Cllr Emerson supported this statement. Cllr Wooding felt the footway on the Higham Hill was getting particularly bad with large cracks in the surface.

Cllr Izzard highlighted the condition of the stiles on footpath MM6 in Raunds Rd and MM13 by Wateryard Spinney.

### Date of Next Meeting:

An Ordinary Meeting of the Council would be held on 11<sup>th</sup> June 2007 in the Chelveston Village Hall.

The meeting closed at 9:32 p.m.

**Issued on 17<sup>th</sup> May 2007.**

**Pages 1213 – 1221 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>2007</b>                         |                 |                            |   |                 |
| 16/04/2007                          | I-2007-109-MHH  | Michael Smith              | Copy of a letter regarding the <i>Star &amp; Garter</i>             | File            |
| 16/04/2007                          | I-2007-110-MHH  | ENC                        | Reports of Committees - April 2007                                  | File            |
| 17/04/2007                          | I-2007-111-MHH  | Police                     | Monthly crime statistics - March 2007                               | File            |
| 18/04/2007                          | I-2007-112-MHH  | DCLG (Paul Roswell)        | Local Authorities (Model Code of Conduct) Order 2007 (SI 2007:1159) | File            |
| 18/04/2007                          | I-2007-113-MHH  | ENC (Keith Osborne)        | Notice of ENC meeting on 23rd April 2007 @ ENC                      | File            |
| 21/04/2007                          | I-2007-114-MHH  | ENC (Keith Osborne)        | More items for above meeting  | File            |
| 21/04/2007                          | I-2007-115-MHH  | ENC (Barbara Ding)         | New Code of Conduct regulations                                     | Actioned        |
| 23/04/2007                          | I-2007-116-MHH  | ENC (Vicki Atkinson)       | Notice of Poll posters  | Actioned        |
| 24/04/2007                          | I-2007-117-MHH  | NCC Atkins                 | Invite to Partnership Day at Atkins Brixworth depot                 | File            |
| 24/04/2007                          | I-2007-118-MHH  | N'ton Volunteering Centre  | Request to run presentation on the road to retirement               | Awaiting        |
| 26/04/2007                          | I-2007-119-MHH  | ENC (Robert Austin)        | BACS advice for Precept Payment (25%)                               | File            |
| 27/04/2007                          | I-2007-120-MHH  | NCC                        | EN & Wellingborough area bus timetable book (April 2007)            | File            |
| 27/04/2007                          | I-2007-121-MHH  | BDO Stoy Haywarc           | Annual Audit forms  | Awaiting        |
| 30/04/2007                          | I-2007-122-MHH  | NACRE                      | Leaflet on supporting rural communities                             | File            |
| 30/04/2007                          | I-2007-123-MHH  | CCP (Lauren Swift)         | Posters on Arts meets Environment Festival                          | File            |
| 30/04/2007                          | I-2007-124-MHH  | Police (Peter Maddison)    | Invite to Parish Council Conference on 24th May @ Wooton Hall HQ    | Actioned        |
| 30/04/2007                          | I-2007-125-MHH  | Northamptonshire NHS Trust | Recruiting members for the Foundation Trust                         | File            |
| 01/05/2007                          | I-2007-126-MHH  | 423rd ABG, USAF            | Invite to annual hanger dance on Sat 9th June @ RAF Molesworth      | Actioned        |
| 02/05/2007                          | I-2007-127-MHH  | Allianz-Cornhil            | Information request for 305th dedication cover                      | Actioned        |
| 03/05/2007                          | I-2007-128-MHH  | Standards Board            | New Code of Conduct - recommend adopting para 12(2)                 | Actioned        |
| 03/05/2007                          | I-2007-129-MHH  | ENC (Barbara Ding)         | Declarations of Acceptance & Register of Interest forms             | Awaiting        |
| 03/05/2007                          | I-2007-130-MHH  | Northants PPI Forum        | Posters for meetings in May   | Actioned        |
| 04/05/2007                          | I-2007-131-MHH  | NACRE (Carolyn Turner)     | Notes on Parish Plans and local funding sources                     | File            |
| 04/05/2007                          | I-2007-132-MHH  | C&CD                       | Clerks & Councils Direct May 2007 Issue 51                          | File            |
| 04/05/2007                          | I-2007-133-MHH  | NWB                        | Bank account transaction details                                    | File            |
| 04/05/2007                          | I-2007-134-MHH  | 305th BGMA                 | Invite to Farewell Banquet dinner on Mon 28th May                   | File            |
| 04/05/2007                          | I-2007-135-MHH  | ENC (J Stanhope)           | Invoice for grass-cutting (Aug 06 - Mar 07)                         | Actioned        |
| 08/05/2007                          | I-2007-136-MHH  | E-On (Laura Cresdee)       | Confirmation of Unmetered Supplies Agreement signed                 | File            |
| 09/05/2007                          | I-2007-137-MHH  | ENC (David Oliver)         | Invite to 35th AGM of ENC on Weds 16th May                          | File            |
| 11/05/2007                          | I-2007-138-MHH  | Creatifica Assoc           | Invoice for APA agenda printing                                     | Actioned        |
| 11/05/2007                          | I-2007-139-MHH  | ENC (Vicki Atkinson)       | Election results (Parish & Lancaster ward)                          | Actioned        |
| 11/05/2007                          | I-2007-140-MHH  | ENC (Keith Osborne)        | Agenda for ENC AGM on 16th May @ ENC                                | File            |
| 12/05/2007                          | I-2007-141-MHH  | NCC                        | EN & Wellingborough area public transport guide (April 2007)        | File            |
| 12/05/2007                          | I-2007-142-MHH  | ENC (Su Davies)            | Community Funding Day on 15th June @ ENC                            | File            |
| 12/05/2007                          | I-2007-143-MHH  | 305th BGMA                 | Confirmation to release funding (year ending 31st March 2007)       | WM File         |
| 12/05/2007                          | I-2007-144-MHH  | Planning Inspectorate      | Appeal against enforcement notice refused                           | File            |
| 12/05/2007                          | I-2007-145-MHH  | ENC (Andra Bowyer)         | Summary of feedback of the Three Towns Plan                         | File            |
| 14/05/2007                          | I-2007-146-MHH  | ENC Planning               | Appeal against enforcement notice refused                           | 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>2007</b> |                 |                            |  |                 |                   |                      |
| 16/04/2007  | O-2007-038-MHH  | Parish Cllrs               | Minutes 0705                               | Delivered       |                   |                      |
| 16/04/2007  | O-2007-039-MHH  | Hockerill Engraving        | Order for plaque                           | Delivered       | 0705.7.2          |                      |
| 16/04/2007  | O-2007-040-MHH  | ENC Planning               | Response to <i>Wildacre</i> application    | Posted          | 0705.5.2          | I-2007-107-MHH       |
| 16/04/2007  | O-2007-041-MHH  | ENC Planning               | Response to <i>Meadowcroft</i> application | Posted          | 0705.5.1          | I-2007-099-MHH       |
| 17/04/2007  | O-2007-042-MHH  | Powergen                   | Payment of invoice                         | Posted          | 0705.6.1          | I-2007-097-MHH       |
| 17/04/2007  | O-2007-043-MHH  | ABB                        | Payment of invoice                         | Posted          | 0705.6.1          | I-2007-081-MHH       |
| 17/04/2007  | O-2007-044-MHH  | Allianz-Cornhill Insurance | Payment of invoice                         | Posted          | 0705.6.1          | I-2007-090-MHH       |
| 21/04/2007  | O-2007-045-MHH  | A.V. & D.Camp              | Payment of invoice                         | Posted          | 0705.6.2          | I-2007-104-MHH       |
| 05/05/2007  | O-2007-046-MHH  | Parish                     | Agenda for APA 07                          | Delivered       |                   |                      |
| 07/05/2007  | O-2007-047-MHH  | Parish Cllrs               | Agenda 0706                                | Delivered       |                   |                      |
| 08/05/2007  | O-2007-048-MHH  | Parish Cllrs               | Standing Orders 6.1                        | Delivered       | 0706.12.1         | I-2007-115-MHH       |
| 14/05/2007  | O-2007-049-MHH  | M.W.Wooding                | Remittance Advice (#2007.10)               | Delivered       | 0706.9.2          |                      |
| 14/05/2007  | O-2007-050-MHH  | A.R.Dale                   | Remittance Advice (#2007.11)               | Delivered       | 0706.9.2          |                      |
|             |                 |                            |  |                 |                   |                      |
|             |                 |                            |  |                 |                   |                      |
|             |                 |                            |  |                 |                   |                      |
|             |                 |                            |  |                 |                   |                      |



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

S&P= Supply + Print

| Date          | Item   | A4<br>S & P<br>@ 5p | Post<br>pence | DL Env<br>@ 6p | C5<br>Env<br>@ 7p | A4<br>Env<br>@ 10p | Copy<br>@ 5p | Phone<br>Calls | Mileage<br>@<br>40p/mile | Other  |
|---------------|--|---------------------|---------------|----------------|-------------------|--------------------|--------------|----------------|--------------------------|--------|
| 06/04/2007    | Orange - ISP broadband                       |                     |               |                |                   |                    |              |                |                          | £17.99 |
| 14/04/2007    | Pre-minutes for Clerk & Chair                | 5                   |               |                |                   |                    |              |                |                          |        |
| 16/04/2007    | ENC (Planning) - <i>Meadowcroft</i> response |                     | 32            | 1              |                   |                    |              |                |                          |        |
| 16/04/2007    | ENC (Planning) - <i>Wildacre</i> response    |                     | 32            | 1              |                   |                    |              |                |                          |        |
| 16/04/2007    | Clerk's contract                             | 7                   |               |                |                   |                    | 7            |                |                          |        |
| 16/04/2007    | Hockerill - Order for 305th WM plaque        | 1                   |               |                |                   |                    | 1            |                |                          |        |
| 17/04/2007    | ABB - Payment of invoice                     |                     | 32            | 1              |                   |                    |              |                |                          |        |
| 17/04/2007    | Powergen - Payment of invoice                |                     | 32            |                |                   |                    |              |                |                          |        |
| 17/04/2007    | Allianz-Cornhill - Payment of invoice        |                     | 32            | 1              |                   |                    |              |                |                          |        |
| 18/04/2007    | E-On Central networks - supply agreement     |                     | 32            | 1              |                   |                    |              |                |                          |        |
| 20/04/2007    | Minutes 0705 - 4 P.Cllrs & File              | 10                  |               | 4              |                   |                    | 40           |                |                          |        |
| 21/04/2007    | A.V.& D.Camp - Payment of invoice            | 1                   | 32            | 1              |                   |                    | 1            |                |                          |        |
| 04/05/2007    | Election results                             | 1                   |               |                |                   |                    | 3            |                |                          |        |
| 05/05/2007    | Agenda APA 07 - Noticeboards & File          | 1                   |               |                |                   |                    | 2            |                |                          |        |
| 05/05/2007    | Agenda APA 07 - Caldecott residents (20)     |                     |               |                |                   |                    | 20           |                |                          |        |
| 08/05/2007    | Cllrs information packs                      | 31                  |               |                |                   |                    | 217          |                |                          |        |
| 08/05/2007    | 305th service sign printing                  | 13                  |               |                |                   |                    |              |                |                          |        |
| 09/05/2007    | Agenda 0706 - 7 P.Cllrs & File               | 4                   |               |                |                   | 7                  | 28           |                |                          |        |
| 09/05/2007    | Accounts end March 2007                      | 4                   |               |                |                   |                    | 28           |                |                          |        |
| <b>TOTALS</b> |  | £3.90               | £2.24         | £0.60          | £0.49             | £0.00              | £17.35       | £0.00          | £0.00                    | £17.99 |

**TOTAL VALUE = £42.57**