

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Policy & Resources Committee in March 2008 and for submission to the Govt inspectors in May 2008. The last stage consultation would be on the soundness of the plan (9 tests – credible evidence being the most common challenge).

The Rural North plan may change from *Restricted Infill* and *Restraint* villages to Cat A & B villages respectively. These would be slightly weaker (could allow development beyond the boundary) and thus the Council may consider these inappropriate for the 3 Towns plan.

Cllr Dale thanked Andra Bowyer for her presentation.

5 Planning and Licensing Matters

5.1 EN/07/01792/FUL – First floor extension over existing garage at 4 Duchy Close, Chelveston.

Cllr Dale explained the plans. The Clerk had contacted No.6 Duchy Close with one objection (No. 5 was unavailable). The occupants contended the boundary line was incorrectly shown and that their garden partly dog-legged behind the garage and thus the proposed upstairs rear window would detrimentally overlook their rear garden. The applicant had provided the meeting with a copy of the Land Registry plans which shown the boundary line was correct.

Cllr Foulger felt that all properties that were closely adjacent, such as Duchy Close, would inherently have a degree of overlooking and thus this was not unacceptable.

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

Proposed: Cllr Foulger Seconded: Cllr Wooding Decision: Unanimous

5.2 Update on previous applications.

The Clerk advised that the relocation of Duchy Farm and the erection of a stable block and change of use to menage at Manor Farm remain outstanding. Cllr Harwood had previously advised that the Duchy Farm case officer could not confirm the application would go before the planning committee on the 24th October, as further information was required from ENC's agricultural consultant.

The Clerk confirmed he had written to NCC Planning Policy as requested, to notify NCC of what the Council considered to be a breach of their Statement of Community Involvement in respect of the MWDF preferred options.

6 Financial Transactions

6.1 The following invoice was due for payment – ENC (grass cutting Apr – Jul 2007). The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

6.2 Cllr Emerson requested the Council provide a grant to the *Star & Garter* PH for the annual village fireworks and bonfire, due to be held on Monday 5th November (previous grant £150). The Clerk confirmed that as admission was free, it could be counted as the provision of entertainment.

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The meeting resolved to approve the grant of £150 & authorised the appropriate cheque to be signed.

Proposed: Cllr Emerson Seconded: Cllr Izzard 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.

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

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

- 6.5 The annual VAT claims had been refunded by HMRC.

- 6.6 The Clerk went through the second quarter Budget Control Sheets and the Council agreed the following virements -

Clerks salary -£586	Unrestricted reserves +£400
Interest -£100	Audit +£114
	Grants +£345

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

Opening Balance for the meeting	£227.68
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Receipts since last meeting

Number	Sender	Description	Method	Amount
2007.35	HMRC	VAT refund	BACS	£3,924.98
Total Receipts this meeting				£3,924.98

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2007.36	ENC	Grass cutting (Apr – Jul 07)	000676	£1,664.90
2007.37	PRMS	Grant	000679	£150.00
2007.38	M.H.Hunter	Expenses to 0711	000678	£25.20
Total Expenditure this meeting				£1,840.10

Closing Balance for this meeting	£2,312.56
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7 Updates on Projects List

7.1 Highways & footways Issues

Cllr Foulger (as the Parish Highways Representative) confirmed the file prepared by Cllr Dale had been passed on to Atkins.

The Clerk confirmed that, as requested by Cllr Emerson, Netcom had been out to reset the speed triggered sign on the B645 Kimbolton Rd. The sign was subsequently involved in another RTA and is being repaired again.

The Clerk advised that the footway between Hillside & Duchy Close had not been cut since July and Turney's would come out this week to do it.

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7.2 305th BG Memorial

Cllr Dale advised that poem plaque has now been mounted on the memorial, thus completing the works.

7.3 Street Lighting

The Clerk advised that lamp 11 (between 11/15 Duchy Close) had been replaced.

7.4 Ditches

Cllr Foulger advised no progress.

7.5 E-Government

The Clerk advised for the 30 day period ending 6th October 2007 of the 1,023 hits, 14.3% came from the US, 3.2% from Europe & 2.1% from other countries.

8 Visits, Training & Courses.

The Clerk advised of the following –

Weds 17th Oct - NALC AGM @ Wooton Community Centre Hall, N'ton at 19:30.

Sat 27th Oct – SLCC conference @ Keresley, Coventry (£30+vat - Clerk).

9 Rights of Way Report

The Clerk advised that NCC ROW had replaced the kissing gate on MM11 (Caldecott Rd, near the post box).

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

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

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

11 Councillor's Reports

The Clerk advised that *s20 Sustainable Energy & Climate Change Act 2006* gave the power to Council promote efficient use of energy and energy savings, including local production by micro-generation, biomass and derivative fuels. Such spending to be capped at the *s137 LGA 1972* limit.

The Clerk requested that Cllrs wanting specific items included in next years budget should contact him ahead of the next meeting, so as to assist with the budget preparation.

Cllr Dale highlighted that the road near the ford in Water Lane was breaking up at the edges.

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

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12 Annual review of the Clerk's contract.

The Clerk advised that under SO14, the Council were required to review his contract annually. He reminded the meeting he was contracted for 5 hrs/week on national salary scale point 21, but without prejudice and for the time being waived his due salary. From his perspective, he was happy with the present arrangements.

The meeting thanked him for his current service and agreed to continue the existing contract with no amendments.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

Date of Next Meeting:

An Ordinary Meeting of the Council would be held on 19th November 2007 in the Chelveston Village Hall, when the budget would be set for the next year. The meeting was delayed from its regular schedule of the 12th November at the request of the Chairman.

The meeting closed at 8:50 p.m.

Issued on 9th October 2007.

Pages 1261 – 1269 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				
23/08/2007	I-2007-250-MHH	Carers Federation	Poster & info on Independent Complaints Advocacy Service for NHS	Circulated
06/09/2007	I-2007-261-MHH	NCC Atkins	Annual parish highways survey	Actioned
18/09/2007	I-2007-266-MHH	ENC (J.Stanhope)	Invoice for grass-cutting (Apr - Aug 07)	Actioned
18/09/2007	I-2007-267-MHH	HMRC	BACS remittance for VAT refund	File
18/09/2007	I-2007-268-MHH	ENC Planning	Planning granted for caravan storage at <i>Gardenfield</i> , Raunds Rd	File
18/09/2007	I-2007-269-MHH	ENC (Andra Bowyer)	Update on 3 Town Plan and request to visit	Actioned
18/09/2007	I-2007-270-MHH	ENC (Mick Bowerman)	Notice of a meeting of the ENC Standards Board on 19th Sept 2007	File
18/09/2007	I-2007-271-MHH	Police	Monthly Crime Statistics (August 2007)	File
18/09/2007	I-2007-272-MHH	NN JPU (Andrew Longley)	Recommended Pre-exam changes to core spatial strategy	Awaiting
18/09/2007	I-2007-273-MHH	SLCC	Notice of AGM on Sat 27th Oct @ Keresley, Coventry	Awaiting
19/09/2007	I-2007-274-MHH	NALH	Hindsight issue 13	Circulated
19/09/2007	I-2007-275-MHH	NACRE	Invite to mtg on Rural affordable housing @ Oundle TC	Actioned
20/09/2007	I-2007-276-MHH	BCC (Andrew Brown)	Bedford & Luton MWDF - preferred options consultation	Awaiting
20/09/2007	I-2007-277-MHH	NALC (Danny Moody)	Notice of AGM on Weds 17th Oct 2007 & call for nominations	Actioned
20/09/2007	I-2007-278-MHH	ENC Planning	Application for first floor ext over garage @ 4 Duchy Close, Chelveston	Actioned
21/09/2007	I-2007-279-MHH	Charity Commission	First response to queries raised	File
22/09/2007	I-2007-280-MHH	ENC (Robert Austin)	BAC payment advice (50% precept)	File
22/09/2007	I-2007-281-MHH	ENC (Keith Osborne)	Details for planning training on Mon 1st October @ ENC	Actioned
25/09/2007	I-2007-282-MHH	NALC	Newsletter (issue 3/07)	Circulated
26/09/2007	I-2007-283-MHH	ENC (Giovanna Bezzina)	Climate change workshop @ Rockingham Speedway on 16th Oct	Circulated
28/09/2007	I-2007-284-MHH	SBE	<i>Standard</i> newsletter - September 2007	Circulated
01/10/2007	I-2007-285-MHH	DEFRA (Kathleen Kelliher)	Climate change booklet	File
02/10/2007	I-2007-286-MHH	BCC (Charlotte Morbey)	Draft WDF - Issues & options paper	File
02/10/2007	I-2007-287-MHH	ENC (Keith Osborne)	Notice of a meeting of the ENC Council on 8th Oct 2007	Circulated
02/10/2007	I-2007-288-MHH	NALC	Playing Field Newsletter (Autumn 2007)	Circulated
03/10/2007	I-2007-289-MHH	Victim Support	Annual Report	Awaiting
03/10/2007	I-2007-290-MHH	Raunds TC	Vacancy for Finance Officer	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						
17/09/2007	O-2007-096-MHH	Parish Cllrs	Minutes 0710	Delivered		
22/09/2007	O-2007-097-MHH	BDO Stoy Hayward	Payment of invoice	Posted	0710.5.1	I-2007-265-MHH
22/09/2007	O-2007-098-MHH	SLCC	Payment of invoice	Posted	0710.5.1	I-2007-259-MHH
22/09/2007	O-2007-099-MHH	ENC (Tamsin Dennis)	Response to TPO application	Posted	0710.4.1	I-2007-260-MHH
23/09/2007	O-2007-100-MHH	ABB	Payment of invoice	Posted	0710.5.1	I-2007-263-MHH
28/09/2007	O-2007-101-MHH	NCC (Mark Chant)	Notification of SCI breach by late inclusion	Posted	0710.4.2	I-2007-254-MHH
01/10/2007	O-2007-102-MHH	Parish	Oct/Nov Newsletter	Delivered		
02/10/2007	O-2007-103-MHH	Parish Cllrs	Agenda 0711	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2007/2008

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq.No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2007.30	16/08/2007	I/2007/245/MHH	Mrs M.Hawkins	305th WM donations	100042	C	£100.00	£0.00	£100.00	£783.10	305 Donations			LGA 1972 S139
2007.31	17/09/2007	I/2007/259/MHH	SLCC	One day conference rate	000672		-£30.00	-£5.25	-£35.25	£747.85	Gen. Admin	0710.5.1	MHH, MLF, PM	LGA 1972 S111
2007.32	17/09/2007	I/2007/265/MHH	BDO Stoy Hayward	External audit fee	000673	C	-£285.00	-£49.88	-£334.88	£412.97	Gen. Admin	0710.5.1	MHH, MLF, PM	LGA 1972 S111
2007.33	17/09/2007	I/2007/263/MHH	ABB	St Lt Maint (Jul-Sept 07)	000674	C	-£121.77	-£21.31	-£143.08	£269.89	St Lighting	0710.5.1	MHH, MLF, PM	PCA 1957 S3
2007.34	17/09/2007	O/2007/096/MHH	M.H.Hunter	Expenses 0710	000675	C	-£42.21	£0.00	-£42.21	£227.68	Gen. Admin	0710.5.2	MHH, MLF, PM	LGA 1972 S111
2007.35	08/10/2007	I/2007/267/MHH	HMRC	Vat refund	BACS	C	£3,924.98	£0.00	£3,924.98	£4,152.66	Vat			C&E notice 749
2007.36	08/10/2007	I/2007/266/MHH	ENC (J.Stanhope)	Grass cutting (Apr -Jul 07)	000676		-£1,416.94	-£247.96	-£1,664.90	£2,487.76	Grass Cutting	0711.6.1	MHH, MLF, PM	HA 1980 S96
2007.37	08/10/2007	I/2007/293/MHH	PRMS	Grant for fireworks/bonfire	000679		-£150.00	£0.00	-£150.00	£2,337.76	Grants	0711.6.2	MHH, MLF, GH	LGA 1972 S145
2007.38	08/10/2007	O/2007/104/MH	M.H.Hunter	Expenses 0711	000678		-£25.20	£0.00	-£25.20	£2,312.56	Gen. Admin	0711.6.3	MHH, MLF, PM	LGA 1972 S111
Balance C/F							£0.00	£3,144.59	-£832.03	£2,312.56	£2,312.56			

[Database categories are hidden in Column R]

- Statute / SI / Notice
- ACA Audit Commission Act
- C&E Customs & Excise
- HA Highways Act
- LA Litter Act
- LGA Local Govt Act
- LGFA Local Govt Finance Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheque 000677 not issued

Category	S137	Amount	VAT	Total
Brought Forward		£1,358.87	£0.00	£1,358.87
Precept		£3,750.00	£0.00	£3,750.00
Bank Interest		£12.00	£0.00	£12.00
Misc. Receipts		£0.00	£0.00	£0.00
305th BG memorial donations		£580.00	£0.00	£580.00
VAT refund		£3,924.98	£0.00	£3,924.98
Income		£9,625.85	£0.00	£9,625.85
Clerk's Salary		£0.00	£0.00	£0.00
Gen. Admin		-£980.56	-£71.37	-£1,051.93
St Lighting		-£814.09	-£142.46	-£956.55
St Lighting repairs		£0.00	£0.00	£0.00
St Lighting (new)		£0.00	£0.00	£0.00
Grass Cutting		-£2,838.11	-£496.66	-£3,334.77
Insurance		-£454.70	£0.00	-£454.70
Grants		-£595.00	£0.00	-£595.00
Traffic Calming		£0.00	£0.00	£0.00
Ground Works		#REF!	#REF!	#REF!
Village Hall		£0.00	£0.00	£0.00
305th BG memorial costs		-£798.80	-£121.54	-£920.34
Misc. Expenses		£0.00	£0.00	£0.00
S137		£0.00	£0.00	£0.00
Expenditure		£0.00	#REF!	#REF!
Income + Expenditure		£0.00	#REF!	#REF!

Audit tables	
Brought Forward	£1,358.87
Precept	£3,750.00
Other income	£4,516.98
Wages	£0.00
Loan interest	£0.00
Other Expenditure	#REF!
Balance	#REF!
Bank books	#
Assets	£0.00
Borrowing	£0.00

= check bank statements to reconcile with balance

**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
06/09/2007	Orange - ISP broadband									£17.99
17/09/2007	Pre-minutes for Clerk/Chair	5								
19/09/2007	Minutes 0710 - 3 P.Cllrs & File	9			3		27			
22/09/2007	BDO Stoy Hayward - payment of invoice		34	1						
22/09/2007	SLCC - 1 day conf - payment of invoice		34	1						
22/09/2007	ENC TPO off - response to application		34	1						
23/09/2007	ABB - payment of invoice		34	1						
29/09/2007	NCC (Mark Chant) - MWDF & SCI	2	84	2			4			
04/09/2007	Agenda 0711 - 7 P.Cllrs & File	4			7		28			
TOTALS		£1.00	£2.20	£0.36	£0.70	£0.00	£2.95	£0.00	£0.00	£17.99

TOTAL VALUE = £25.20